Canon

MultiPASS™ F80
MultiPASS™ F60

# Comprehensive Guide





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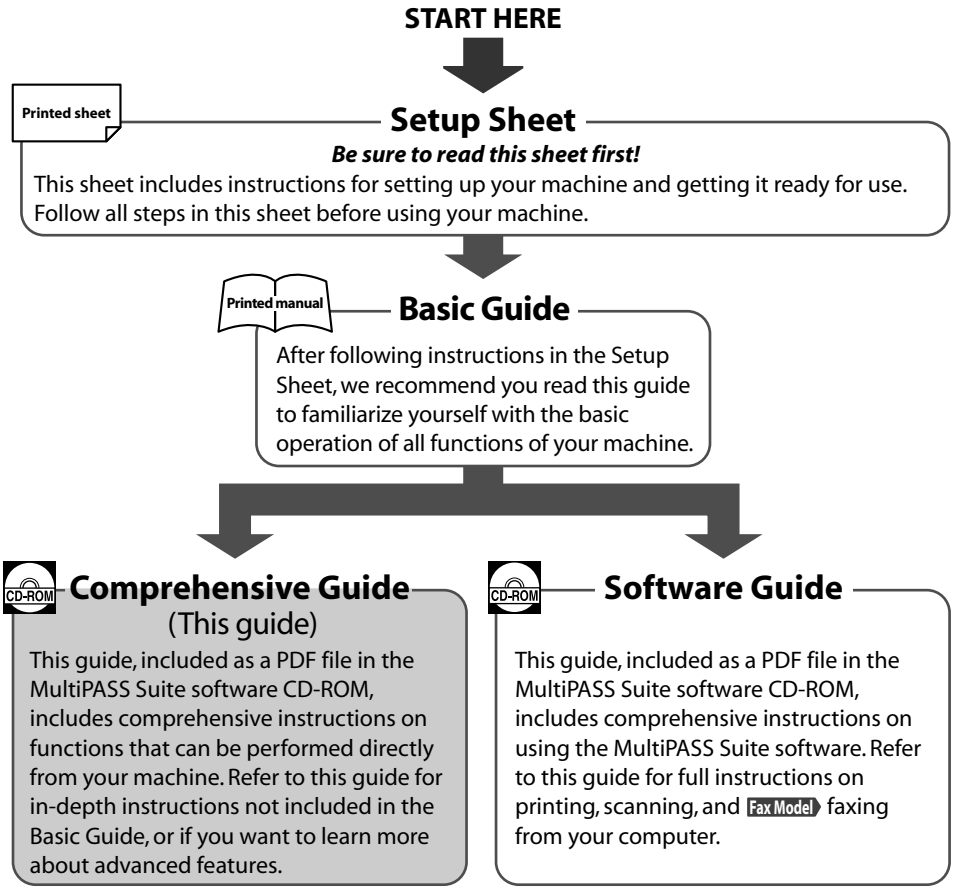
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As an ENERGY STAR® Partner, Canon Inc. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission time of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on ITU-T No. 1 Chart (Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speeds or lower, depending on telephone line conditions.

# ▶ How to use the documentation provided




**NOTE**

- In addition to the above documentation, you can also refer to the online help in the MultiPASS Suite software for online information about a window or dialog box, and for step by step instructions on performing MultiPASS Suite tasks. To access the online help, select or click [Help] in the software.

## Viewing documentation provided in the CD-ROM

To view the Comprehensive Guide and Software Guide on your computer, you will need to have Adobe Acrobat Reader installed. If you do not have this software installed, follow this procedure:

1. **Insert the MultiPASS Suite CD-ROM in your CD-ROM drive.**
2. **When the main menu appears, click [INSTALL ADOBE ACROBAT READER].**
3. **Follow the on-screen instructions.**

# ▶ Type conventions

Please read the list below of symbols, terms, and abbreviations used in this guide.

| | |
|---|---|
| ⚠ **WARNING** | **Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.** |
| ⚠ **CAUTION** | **Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.** |
| **IMPORTANT** | **Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.** |
| **NOTE** | Indicates notes for operation or additional explanations. Reading these is highly recommended. |
| Fax Model | Indicates information exclusively for the MultiPASS F80. |
| (→ p. n-nn) | Indicates a page number where additional information can be found. |
| → *Setup Sheet* | Refer to the Setup Sheet for more details. |
| → *Basic Guide* | Refer to the Basic Guide for more details. |
| → *Software Guide* | Refer to the MultiPASS Suite Software User's Guide (included in the CD-ROM) for more details. |
| machine | General term used to represent the MultiPASS F80 or MultiPASS F60. |
| default | A setting that remains in effect unless you change it. |
| document | The original sheet(s) of paper you copy or scan with the machine. |
| menu | A list of settings from which you select an item to set up or change. A menu has a title which appears in the LCD. |
| [key name] | Text enclosed in these brackets indicate a key name or item on the computer you have to click, double-click, or point to. |
| <message> | Text enclosed in these brackets indicate an LCD message. |
| click, double-click | Term used to select or choose a command or option on your computer, generally with a mouse. |
| ***Fax model only:*** | |
| fax or document | The original sheet(s) of paper you send or receive with the machine. |
| transaction number | A four-digit number assigned automatically to any document you send or receive. |
| TX/RX NO. | Denotes *Transaction number*. |
| TX | Denotes *Sending*. |
| RX | Denotes *Receiving*. |

# ▶ Contents


## 1: Introduction

What your machine can do ....1-1
Main components of the machine ....1-2
  Operation panel of the machine ....1-3

## 2: Document handling

Document requirements....2-1
Loading documents....2-2
  Using the platen glass ....2-2
  Fax Model Using the ADF ....2-2

## 3: Print media handling

Recommended print media and requirements....3-1
  General print media guidelines ....3-4
Setting the paper thickness lever ....3-5
Setting the print media size and type....3-6
Loading print media ....3-7
  Loading paper ....3-7
  Loading envelopes....3-7
  Loading banner paper....3-9

## 4: Photo printing from a memory card

Compatible memory cards....4-1
Recommended print media....4-1
Inserting/removing a memory card....4-2
  Inserting a memory card ....4-2
  Removing a memory card....4-2
Printing methods ....4-3
  Printing an index ....4-4
  Printing all frames ....4-5
  Printing a single frame ....4-7
  Printing a range of frames ....4-9
  DPOF (Digital Print Order Format) printing ..4-11
Setting vivid photo printing....4-13
Setting date printing....4-14

## 5: Copying

Documents you can copy ....5-1
Making copies ....5-1
Improving copied images....5-2
  Setting color or black & white copying....5-2
  Adjusting the image quality (resolution) ....5-2
  Adjusting the exposure (density) ....5-2
Reducing or enlarging a copy ....5-3
  Using preset copy ratios ....5-3
  Using custom copy ratios....5-3
  Copying an image to fit the page ....5-3
Advanced copy features....5-4
  Copying two pages on a single page ....5-4
  Borderless copying ....5-5
  Repeating an image on a page....5-6
  Creating a mirror image....5-8
  Shrinking an image to fit the page....5-9

## 6: Fax Model Registering information in your machine

Methods of registering information ....6-1
Guidelines for entering numbers, letters, and symbols ....6-1
Registering required sender information ....6-2
  Entering the sender information....6-2

## 7: Fax Model Speed dialing

Speed dialing methods ....7-1
Registering one-touch speed dialing....7-2
  Changing or deleting an entry....7-3
Registering coded speed dialing ....7-4
  Changing or deleting an entry....7-5
Registering group dialing ....7-6
  Changing or deleting an entry....7-7
Using speed dialing ....7-8
Printing speed dialing lists ....7-9

## 8: Fax Model Sending faxes

Documents you can fax....8-1
Sending methods ....8-1
  Memory sending ....8-1
  Manual sending ....8-2
Improving faxed images....8-3
  Setting color or black & white transmission...8-3
  Adjusting the image quality (fax resolution)..8-3
  Adjusting the exposure (scan contrast) ....8-4
Dialing methods....8-4
Redialing a busy number ....8-5
  Manual redialing....8-5
  Automatic redialing....8-5
    Customizing automatic redialing settings ..8-5
Sending the same document to several recipients (sequential broadcasting).....8-7
Documents stored in memory....8-8
  Printing a list of documents in memory ....8-8
  Printing or deleting a document in memory..8-8
  Checking a document's details ....8-9
Special dialing....8-10
  Dialing through a switchboard....8-10

Switching temporarily to tone dialing .....8-10

## 9: Fax Model Receiving faxes

Receiving methods.....9-1
Setting the receive mode .....9-1
Receiving both faxes and voice calls automatically: FAX/TEL AUTO SW .....9-2
Customizing FAX/TEL AUTO SW.....9-2
Receiving faxes automatically: FAX ONLY MODE..9-3
Receiving faxes manually: MANUAL MODE.....9-4
Receiving a fax manually.....9-4
Receiving when an answering machine is connected: ANS.MACHINE MODE.....9-5
Adjusting the answering machine.....9-5
Receiving with a DRPD (Distinctive Ring Pattern Detection) service: DRPD .....9-5
Setting the ring pattern .....9-6
Receiving faxes to the MultiPASS Suite.....9-7
When your computer is off.....9-7
Canceling receiving.....9-7

## 10: Fax Model Reports and lists

Summary of reports and lists.....10-1
ACTIVITY REPORT.....10-2
Printing the ACTIVITY REPORT .....10-2
Adjusting the ACTIVITY REPORT setting .....10-2
Adjusting the TX REPORT setting .....10-3
Adjusting the RX REPORT setting.....10-4
Printing the USER'S DATA LIST.....10-5

## 11: Maintenance

Cleaning your machine .....11-1
Cleaning the exterior.....11-1
Cleaning the interior.....11-1
Cleaning the scanning area.....11-1
Cleaning inside the scanning unit .....11-1
Fax Model Cleaning the ADF area.....11-2
Cleaning the roller .....11-3
Replacing ink tanks.....11-4
When to replace an ink tank.....11-4
Guidelines.....11-4
Replacing an ink tank.....11-4
Maintaining the printhead.....11-6
Flowchart of printhead maintenance .....11-6
Printing the nozzle check pattern .....11-7
Cleaning the printhead.....11-7
Aligning the printhead .....11-8

## 12: Troubleshooting

Problems installing and removing software ..12-1
Problems turning on the computer (when the MultiPASS Suite opens) .....12-2
Problems printing from your computer .....12-3
Problems using a memory card .....12-5
Copying problems.....12-7
Problems scanning to a computer.....12-8
Fax Model Problems receiving faxes.....12-10
Fax Model Problems sending faxes.....12-12
Telephone problems.....12-13
If nothing displays in the LCD (if there is no power) .....12-14
Fax Model If the power disconnects unexpectedly .....12-14
Removing jammed paper .....12-15
Removing jams in the paper output tray...12-15
Removing jams from the machine's interior .....12-15
If there are repeated paper jams .....12-16
Fax Model Removing jammed documents .....12-16
If the nozzle check pattern does not print properly.....12-17
Interpreting the messages .....12-17
LCD messages.....12-18
MultiPASS Status Monitor messages.....12-22
If you cannot solve the problem .....12-22

## 13: Machine settings

Fax Model Printing a list to check the current settings.....13-1
Accessing the machine settings .....13-1
Settings .....13-2
Menu: SPECIAL COPY.....13-2
Menu: MAINTENANCE .....13-2
Menu: USER DATA .....13-3
Fax Model Menu: RECEIVE MODE.....13-6
Fax Model Menu: MEMORY REFERENCE .....13-6
Fax Model Menu: REPORTS/LISTS.....13-6
Menu: PHOTO PRINT MODE .....13-7

## Appendix: Specifications

General specifications.....A-1
Ink specifications .....A-3
Print specifications.....A-3
Photo print specifications .....A-3
Copy specifications.....A-4
Fax Model Fax specifications.....A-4
Telephone specifications.....A-5

## Index .....I-1

# ▶ Safety information

Read this safety information thoroughly before using your machine, and keep it handy in case you need to refer to it later.

**⚠ WARNING**

- **This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.**

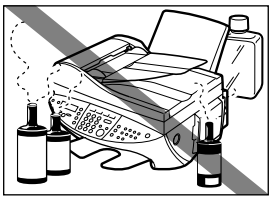
**⚠ CAUTION**

- **Do not disassemble or modify. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **Follow all warnings and instructions marked on the machine.**

## Location

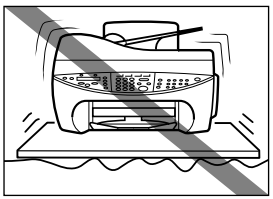
**⚠ WARNING**

- **Do not place the machine near alcohol, paint thinner, or other inflammable substances. If inflammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**



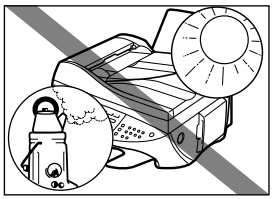
**⚠ CAUTION**

- **Do not place the machine on top of a carpet or rug which has long pile. The threads may get inside the machine and cause a fire.**
- **Do not block or cover the ventilation port or any openings on the machine with objects, as this may result in a fire.**
- **Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight. (For the weight of the machine, see the Appendix.)**



- **Do not place objects around the power plug so that you are able at any time to readily disconnect the power plug from the wall socket. Otherwise you will be unable to disconnect the power plug in case of an emergency.**

- Make sure the area is free from dust.
- Make sure the location is not affected by extreme temperature changes, and always stays between 59° and 81.5°F (15° and 27.5°C).
- Make sure the relative humidity of the area is between 20% and 80%.
- Keep the machine away from direct sunlight.
- Do not use or store the machine outdoors.
- Do not install the machine near devices that contain magnets or generate magnetic fields, such as speakers.

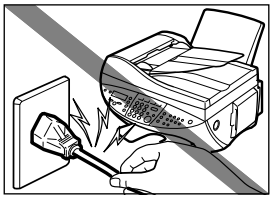


- To ensure proper ventilation, make sure the machine is approximately 3.9 inches (10 cm) away from walls and other equipment.

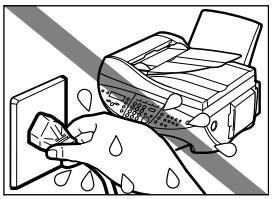
## Power Supply

**⚠ WARNING**

- **Do not damage or modify the power cord and power plug. Also do not place heavy objects on the power cord, pull on it, or extensively bend it. These actions may cause electrical damage and result in a fire or electrical shock.**



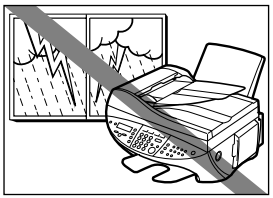
- **Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.**



- **Do not overload the wall outlet with too many electrical appliances, as this may result in a fire or electrical shock.**
- **Plug the machine into a standard 120 V AC, 60 Hz, three-prong grounded outlet. Operate the machine only from the type of power source indicated on the machine's label or a fire, electrical shock or malfunction may occur. If you are not sure of the type of power available, consult your local power company.**
- **Do not allow the power cord to be near objects that emit heat. The outer cover of the power cord may melt resulting in fire or electrical shock.**
- **Make sure the power cord is fully extended and has no knots in it when electricity is running through it. Knots etc. in the cord may result in fire or electrical shock.**
- **Fully insert the power plug securely into the electrical outlet. If the prongs of the power plug come into contact with metallic objects etc., it may result in fire or electrical shock.**

**⚠ CAUTION**

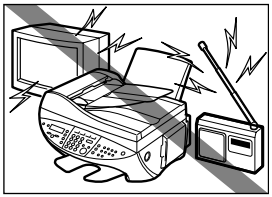
- **During electrical storms, turn off the power and disconnect the power cord from the power outlet. (Please note that any documents stored in the machine's memory will be deleted when you turn off the power.)**



- **Do not use an extension cord as this may result in fire or electrical shock.**
- **Turn off the power and disconnect the power cord if the machine will not be used for a long period such as during holidays.**

**IMPORTANT**

- **If dust accumulates around the plug of the power cord when it is connected to a power outlet, unplug the machine and wipe the plug with a clean, dry cloth.**
- **Fax Model Do not plug the machine into the same circuit as appliances such as an air conditioner, television, or copier. These devices generate electrical noise which may interfere with your machine's operation.**

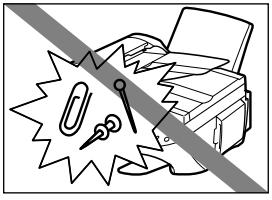


- **Whenever you turn off the power and unplug the machine, wait at least five seconds before you plug it in again.**
- Use only the power cord that came with the machine.
- Turn off the power and unplug the machine in the following conditions:
  - When the power cord or plug is damaged or frayed.
  - If liquid has spilled into the machine.
  - If the machine has been exposed to rain or water.
  - If the machine does not operate normally when you have followed the instructions in the guides included with your machine. Adjust only those controls that are covered by the instructions in the guides since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - If the machine has been dropped or damaged.
  - If the machine exhibits a distinct change in performance, indicating a need for servicing.

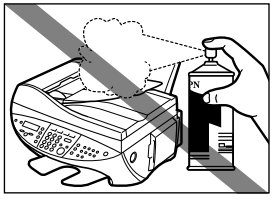
## Handling

**WARNING**

- **Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquid, or inflammable substances inside the machine. If these items come into contact with high-voltage parts inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled in the machine, turn off the power and unplug the power cord immediately with dry hands. Then, contact the Canon Customer Care Center.**



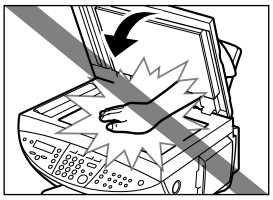
- **Do not use any highly flammable spray near the machine. If gas from a spray comes into contact with the electrical components inside the machine, it will result in a fire.**



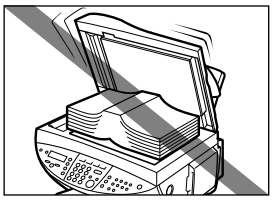
- **There are high-voltage components inside the machine. If you are looking inside the machine to remove paper jams etc., do not allow metallic objects such as jewelry to come into contact with the inside of the machine. Contact may result in burns or electrical shock.**

**⚠ CAUTION**

- **Close the document cover, scanning unit, and Fax Model ADF gently to avoid catching your hand. Failing to do so may result in personal injury.**

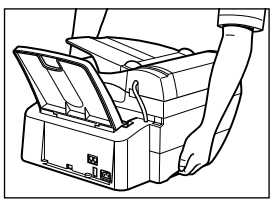


- **Do not press down hard on the document cover or Fax Model ADF when using the platen glass to scan thick books. This may damage the platen glass and/or result in personal injury.**



- **Do not place the following objects on top of the machine. If such objects come into contact with internal electrical components, the machine may short-circuit resulting in fire or electrical shock.**
  **– Metallic objects such as jewelry and watches**
  **– Containers of water or other liquids such as glasses, vases or pot plants**
  **If water etc. does spill inside the machine, turn off the power immediately, disconnect the power cord and contact the retailer.**
- **Do not touch the high-voltage electrical parts as this may result in electrical shock.**
- **Do not place heavy objects on top of the machine as these may topple over and result in injury.**
- **Do not insert your hands into the machine while it is printing as parts inside the machine are moving, and this may result in injury.**
- **After printing, do not touch the electrical contacts of the BJ cartridge. They will be hot and may result in burns or electrical shock.**

- Do not subject the machine to strong physical shock or vibration.
- Turn off the power and unplug the machine before moving it.
- Do not lift the machine by any of its attachments. Lift it by the recessed areas on the sides of the machine.
- A distinct change in performance may indicate a need for servicing.



## Maintenance

**⚠ WARNING**

- **Do not service the machine yourself except as specifically described in this guide. If further servicing is required, contact the Canon Customer Care Center.**

- Keep the machine clean. Dust accumulation may prevent the machine from operating properly.

# ▶ Legal limitation on usage of your product and the use of images

Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. A non-exhaustive list of these documents is set forth below. This list is intended to be a guide only. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

- Paper money
- Money orders
- Certificates of deposit
- Postage stamps (canceled or uncanceled)
- Identifying badges or insignias
- Selective service or draft papers
- Checks or drafts issued by governmental agencies
- Motor vehicle licenses and certificates of title
- Traveler's checks
- Food stamps
- Passports
- Immigration papers
- Internal revenue stamps (canceled or uncanceled)
- Bonds or other certificates of indebtedness
- Stock certificates
- Copyrighted works/works of art without permission of copyright owner

# ▶ Users in the U.S.A.

## Pre-installation requirements for Canon facsimile equipment

### A. Location

Supply a suitable table, cabinet, or desk. See the Appendix for the machine's dimensions and weight.

### B. Order information

1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. Use one line per machine.
   DDD (DIRECT DISTANCE DIAL) LINE
   -or-
   IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS

**NOTE**

- Canon recommends an individual line following industry standards, e.g., the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX unit without "Call Waiting" can be used with the MultiPASS F80. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

### C. Power requirements

This equipment should be connected to a standard 120-volt AC, three-wire grounded outlet only. Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise which often interferes with communications equipment and the sending and receiving of documents.

## Connection of the equipment

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be given to the telephone company. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

An FCC compliant telephone cord and modular jack are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. See Installation instructions for details.

The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to the line, as determined by the total RENs, contact the telephone company to determine the maximum REN for the calling area.

## In case of equipment malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide, disconnect the equipment from the telephone line or turn off the power and unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling the Canon Customer Care Center. (1-800-423-2366)

## Rights of the telephone company

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

## FCC Notice

MultiPASS F80: Facsimile Transceiver, Model H12258

MultiPASS F60: H12259

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) this device must accept an interference received, including interference that may cause undesired operation.

**NOTE**

- This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this guide. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. (516) 328-5600

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

To automatically enter this information into your machine, follow the instructions on p. 6-2 of this guide.

# ▶ Users in Canada

## Pre-installation requirements for Canon facsimile equipment

### A. Location

Supply a suitable table, cabinet, or desk. See the Appendix for the machine's dimensions and weight.

### B. Order information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per machine.
   DDD (DIRECT DISTANCE DIAL) LINE
   -or-
   IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS

✎ **NOTE**

- Canon recommends an individual line following industry standards [e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones]. A dedicated extension off a PBX unit without "Camp On" signals is also permissible with your MultiPASS F80. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

### C. Power requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners or any electric equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The RJ11-C modular jack should be relatively close to the power outlet to facilitate installation.

# NOTICE

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Cet appareil est conforme aux Spécifications techniques des équipements terminaux de l'Industrie du Canada. Ceci est confirmé par le numéro d'enregistrement. L'abréviation IC précédant le numéro d'enregistrement signifie que l'enregistrement a été effectué sur la base de la Déclaration de conformité indiquant que le produit est conforme aux spécifications techniques du Canada. Ceci n'implique pas que le produit ait été approuvé par l'industrie du Canada.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

**⚠ CAUTION**

- **Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.**

**IMPORTANT**

- **This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.**
  **Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.**

The Ringer Equivalence Number (REN) for this terminal equipment is 0.3. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

Le Nombre d'équivalence Ringer (REN) de cet appareil terminal est 0.3. Le REN attribué à chaque équipement terminal fournit une indication sur le nombre maximum de terminaux pouvant être connectés sur une interface téléphonique. La terminaison sur une interface peut consister en n'importe quelle combinaison d'appareils, à la condition seulement que la somme des Nombres d'équivalence Ringer de tous les appareils ne soit pas supérieure à 5.

CANON CANADA INC.
1-800-263-1121
24 HOURS A DAY, SEVEN DAYS A WEEK

Chapter

# 1 Introduction

## ▶ What your machine can do

Thank you for purchasing the Canon MultiPASS F80 (indicated by the mark Fax Model) or the MultiPASS F60. Your machine incorporates the following functions in one simple-to-operate device:

**Printer** ..... Print crisp, clear color or black & white documents from your computer.

**Photo printer** ..... Print photo-quality images from a memory card inserted directly into your machine.

**Copier** ..... Make color or black & white copies from your machine. Also, apply advanced copy features to your copies.

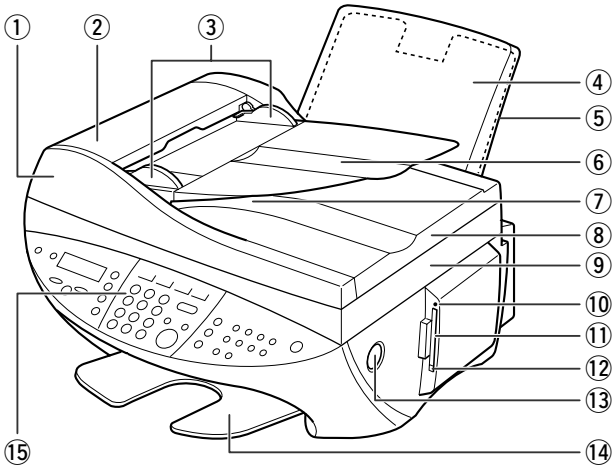
**Scanner** ..... Scan high-resolution images to your computer and process them easily using the software provided.

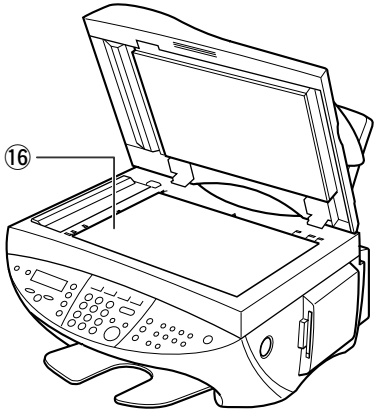
Fax Model **Fax** ..... Fax directly from your machine, or use your computer to send and receive faxes.

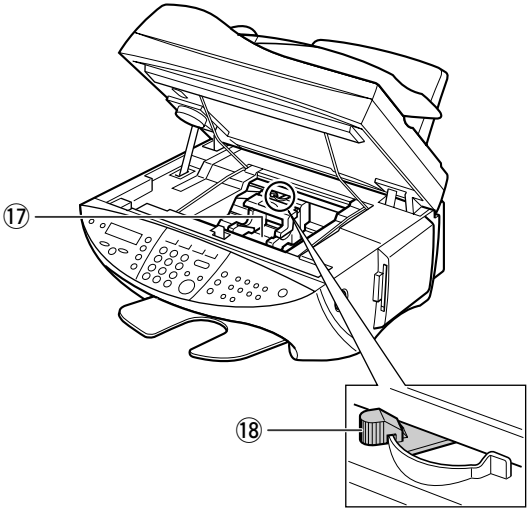
You may choose to use your machine as a stand-alone device for photo printing, copying, and Fax Model faxing. Alternatively , connect your machine to a computer and you will have a fully integrated printer/photo printer/copier/scanner/ Fax Model fax. The MultiPASS Suite software provided with your machine will allow you to perform a variety of tasks from your computer effortlessly and efficiently.

# ▶ Main components of the machine

Fax model shown here.



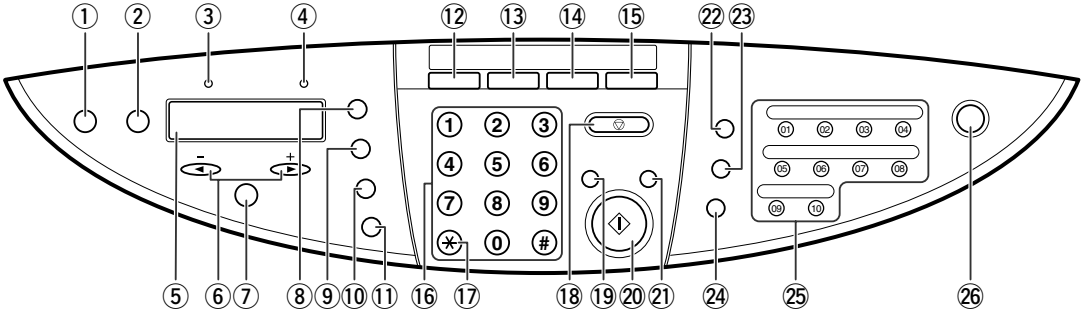




① Fax Model ADF (Automatic Document Feeder)
② Fax Model Feeder cover
③ Fax Model Document guides
④ Multi-purpose tray
⑤ Tray cover
⑥ Fax Model Document tray
⑦ Fax Model Document output slot
⑧ Document cover
⑨ Scanning unit
⑩ Indicator light
⑪ Card slot
⑫ [Eject] button
⑬ [Open] button
⑭ Paper output tray
⑮ Operation panel
⑯ Platen glass
⑰ Printhead holder
⑱ Paper thickness lever

# Operation panel of the machine

Fax model shown here.




① **[Resume] key**
Resumes an operation after an error is corrected. Fax Model Also ejects a document remaining in the ADF.

② **[Menu] key**
Accesses the settings to customize operation of your machine.

③ Fax Model **In Use/Memory light**
Blinks or lights during operation. Lights also when there are documents in the machine's memory.

④ **Alarm light**
Blinks when an error occurs or when the machine needs attention.

⑤ **LCD**
Displays messages and selections, and prompts during operation.

⑥ **[◄ (-)] and [► (+)] keys**
Scroll through selections, select the number of copies, and the photograph file number. Fax Model [◄] also clears an entry and [►] enters a space between characters.

⑦ **[Set] key**
Selects or confirms settings.

⑧ **[Enlarge/Reduce] key**
Sets the copy enlargement or reduction ratio.

⑨ **[Paper Select] key**
Selects the paper size and paper type for copying and Fax Model received faxes.

⑩ **[Exposure] key**
Selects the copy exposure and Fax Model fax exposure.

⑪ **[Image Quality] key**
Selects the copy resolution and Fax Model fax resolution.

⑫ **[Copy] key**
Switches the machine to copy mode.

⑬ Fax Model **[Fax] key**
Switches the machine to fax mode.

⑭ **[Scan] key**
Scans a document to your computer according to the action selected.

⑮ **[Photo Print] key**
Switches the machine to photo card print mode.

⑯ **Numeric keys**
Enter numerical values as well as Fax Model fax/telephone numbers and characters.

⑰ Fax Model **[Tone] key**
Switches temporarily to tone dialing.

⑱ **[Stop/Reset] key**
Cancels operations and returns the machine to standby mode.

⑲ **[Color] key**
Sets the machine for color copying and Fax Model color sending.

⑳ **[Start] key**
Starts operations.

㉑ **[B&W] key**
Sets the machine for black & white copying and Fax Model black & white sending.

㉒ Fax Model **[Redial/Pause] key**
Redials the last number dialed with the numeric keys. Also enters pauses between or after numbers.

㉓ Fax Model **[Coded Dial] key**
Press this key and a two-digit code to dial a pre-registered fax/telephone number or group.

㉔ Fax Model **[Hook] key**
Engages or disengages the telephone line.

㉕ Fax Model **One-touch speed dialing keys**
Dial a pre-registered fax/telephone number or group.

㉖ **[ON/OFF(1 sec.)] key**
Turns the machine on and off. To turn off the machine, press this key for one second.

**NOTE**

- The power cannot be turned off when the machine is operating or when the In Use/Memory light is on or blinking.
- Your machine performs printhead cleaning every time you turn on the machine. This ensures optimum print quality, but also consumes a small amount of ink during the cleaning process. For this reason, it is recommended that you always leave your machine turned on, and only turn it off when instructed to do so in this guide, or when not using the machine for a long period of time (one month or more). This will avoid unnecessary ink consumption.

Chapter

# 2 Document handling

## ▶ Documents requirements

The documents you load on the platen glass or Fax Model ADF for copying, scanning, or Fax Model sending must meet these requirements:

| | Platen glass | Fax Model ADF |
|---|---|---|
| **Document type** | • Special types of paper<br>• Photographs<br>• Book<br>• Fax Model Documents that are not suitable for the ADF. | Multipage documents of the same size, thickness, and weight. |
| **Size** (W × L) | Max. 8.5 × 14 in. (216 × 356 mm)<br>Fax Model Max. 8.5 × 11.7 in. (216 × 297 mm) | Max. 8.5 × 39 in. (216 mm × 1 m)<br>Min. 4.13 × 5.83 in. (105 × 148 mm) |
| **Quantity** | • 1 sheet<br>• 10 photographs for multi-scan | • Max. 30 letter- or A4-size sheets (20 lb. or 75 g/m$^2$ paper)<br>• Max. 10 legal-size sheets (20 lb. or 75 g/m$^2$)<br>• 1 sheet for sizes other than these. |
| **Thickness** | Max. 0.79 in. (20 mm) | 0.002 to 0.005 in. (0.06 to 0.13 mm) |
| **Weight** | — | 13 to 24 lb. (50 to 90 g/m$^2$) |

**Problem documents**

- Make sure any glue, ink, or correction fluid on the document is completely dry before loading.
- Remove all fasteners (staples, paper clips, etc.) before loading.
- Fax Model To prevent jams in the ADF, do not use any of the following:
  - – Wrinkled or creased paper
  - – Curled or rolled paper
  - – Torn paper
  - – Hole-punched paper
  - – Carbon paper or carbon-backed paper
  - – Coated paper
  - – Onion skin or thin paper

# ▶ Loading documents

You can load your document on the platen glass or Fax Model ADF. Where you load it depends on the type of document and the machine you are using (→ p. 2-1).

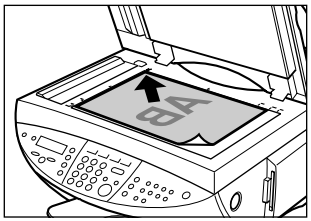
## Using the platen glass

**NOTE**

- Fax Model Load legal-size documents in the ADF.

**1 Lift the document cover.**

**2 Place your document face down on the platen glass. Align the upper left corner of your document with the alignment mark on the upper left corner of the platen glass.**



**3 Gently lower the document cover.**

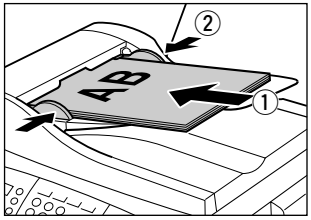
## Fax Model Using the ADF

**NOTE**

- For clearer scans, use the platen glass.

**1 Check first to make sure there is no document on the platen glass.**

**2 Insert the top of your document, face up, into the ADF until you hear a beep ①. Then adjust the document guides to the width of the document ②.**



Chapter

# 3 Print media handling

## ▶ Recommended print media and requirements

The following print media is recommended for use with your machine. Please be sure to follow the guidelines and meet the requirements when loading print media in the multi-purpose tray.

### ● Plain Paper

**Size:** Letter (8.5 × 11 in./215.9 × 279.4 mm)
Legal (8.5 × 14 in./215.9 × 355.6 mm)
A4 (8.27 × 11.69 in./210 × 297 mm)
**Weight:** 17–28 lb. (64–105 g/m$^2$)
**Quantity:** Approx. 100 sheets (20 lb. or 75 g/m$^2$) or maximum stack height of 0.4 in. (10 mm)
**Paper thickness lever position:** Left
**Use for:** All functions

- The machine supports the above paper sizes in portrait orientation.
- You can use regular copier paper, cotton bond paper, or typical letterhead.
- Your machine does not require special ink jet paper.

### ● Envelopes

**Size:** U.S. Commercial No. 10 (9.5 × 4.1 in./241 × 105 mm)
European DL (8.66 × 4.33 in./220 × 110 mm)
**Quantity:** 10 envelopes
**Paper thickness lever position:** Right
**Use for:** Printing from your computer

- You may be able to load other envelope sizes, but Canon cannot guarantee consistent performance on these.
- Do not use the following types of envelopes since they may cause problems:
  – Envelopes with windows, holes, perforations, cutouts, double flaps, and pressure seals.
  – Envelopes made with treated surface paper or deeply embossed paper.
  – Envelopes with peel-off sealing strips.
  – Envelopes with letters enclosed.
- Remove each envelope as it is delivered in the paper output tray.
- For details on loading envelopes, see p. 3-7.

## ● Bubble Jet Paper LC-301

Developed for high quality printing with minimal or no smearing when in contact with water or damp surfaces. This specially coated paper produces bright and vivid colors and stands up to normal office highlighters.
**Size:** Letter, A4
**Quantity:** Approx. 100 sheets (20 lb. or 75 g/m$^2$) or maximum stack height of 0.4 in. (10 mm)
**Paper thickness lever position:** Left
**Use for:** All functions

## ● High Resolution Paper HR-101N

Designed to produce near-photographic quality print output with sharp and vivid graphics.
**Size:** Letter, A4
**Quantity:** Approx. 80 sheets or maximum stack height of 0.4 in. (10 mm)
**Paper thickness lever position:** Left
**Use for:** Printing from your computer/copying
- Load the paper with the whiter side facing up.
- Remove the sheets from the paper output tray before the count reaches 50. If the paper curls, remove each sheet as it is delivered in the paper output tray.

## ● Glossy Photo Paper GP-301/GP-301N

A high gloss, thick paper that produces the look and feel of a photograph.
**Size:** Letter, A4
**Quantity:** 1 sheet
**Paper thickness lever position:** Left
**Drying time:** 2 minutes
**Use for:** Printing from your computer/copying
- Remove each sheet after it is delivered, being careful not to touch any surfaces. Do not allow the paper to stack up in the paper output tray.
- Load the paper with the whiter side facing up.
- Do not use the loading support sheet included with this print media.

## ● Glossy Photo Cards FM-101

Made from the same stock as Glossy Photo Paper GP-301, these cards allow you to print images over the entire area of the card.
**Size:** 4.7 × 8.4 in. (119 × 214 mm)
**Quantity:** 20 sheets
**Paper thickness lever position:** Left
**Drying time**: 2 minutes
**Use for:** Printing from your computer/copying
- Print the image so that it extends beyond the perforations and then trim off the unwanted white margins.
- Load the paper with the glossy side facing up.
- Do not use the loading support sheet included with this print media.

## ● Photo Paper Pro PR-101

A thick paper with a treated surface that enhances gloss and provides superior color reproduction. It is ideal for printing high-quality photographs.
**Size:** Letter, A4, 4 × 6 in. (101.6 × 152.4 mm)
**Quantity:** 1 sheet, 20 sheets (4 × 6 in./101.6 × 152.4 mm size)
**Paper thickness lever position:** Left
**Drying time**: 30 minutes
**Use for:** Printing from your computer/photo printing/copying

- Load the paper with the glossier side facing up.
- Do not attempt to dry the ink with a hairdryer or by exposing printed sheets to direct sunlight.

## ● Photo Paper Pro PC-101S

Made from the same stock as Photo Paper Pro PR-101, these cards are intended for printing images that cover the entire surface of the card, without a white border. This paper is ideal for printing high quality photographs.
**Size:** 4 × 6 in. (101.6 × 152.4 mm)
**Quantity:** 20 sheets
**Paper thickness lever position:** Left
**Drying time**: 30 minutes
**Use for:** Printing from your computer/photo printing/copying

- Load the paper with the glossy side facing up.

## ● High Gloss Photo Film HG-201

A bright white finish film that lends striking visual power to charts, graphs, and photographic images. It creates a sharper and more vivid color output than is possible with coated paper.
**Size:** Letter, A4
**Quantity:** 1 sheet
**Paper thickness lever position:** Left
**Drying time:** 2 minutes
**Use for:** Printing from your computer/copying

- If the film is curled, flatten it by curling it in the opposite direction.
- Load the film with the cut corner at the upper right.

## ● Transparencies CF-102

Produce excellent contrast, sharpness, and color, creating crisp and professional overhead presentations.
**Size:** Letter, A4
**Quantity:** 30 sheets
**Paper thickness lever position:** Left
**Drying time:** 15 minutes
**Use for:** Printing from your computer/copying

- Although you can print on either side of CF-102 transparencies, best results can be obtained by printing on the side toward which it curls when held by the edge.
- Remove each transparency after it is delivered, being careful not to touch any surfaces. Do not allow transparencies to stack up in the paper output tray.
- Load one sheet of plain paper as the last sheet in the stack.

### ● Banner Paper BP-101

Specifically designed for printing one continuous sheet in a banner format. The connected sheets are divided by perforations.

**Size:** 8.5 × 11 in. (215.9 × 279.4 mm), A4
Maximum length: 66 in. (1676 mm)

**Quantity:** 2 to 6 sheets (joined)

**Paper thickness lever position:** Right

**Use for:** Printing from your computer

- You can print from two to six continuous sheets at a time.
- When tearing the banner paper, tear off one more sheet than you actually need to print.
- The maximum length for one print job is six sheets, so if you will be printing on six sheets, tear off a seven-sheet length.
- Load banner paper print side up.
- Ensure the ink does not stain the table or floor.
- For details on loading banner paper, see p. 3-9.

### ● T-Shirt Transfers TR-201

Used to produce iron-on transfers.

**Size:** Letter, A4

**Quantity:** 1 sheet

**Paper thickness lever position:** Right

**Use for:** Printing from your computer/copying

- Load the paper with the side that does not have green lines facing up.
- Use mirror printing to print or copy the image onto the T-shirt transfer.
- If the T-shirt transfer is curled, flatten it by curling it in the opposite direction.

## General print media guidelines

- **Paper types you cannot use**
  Do not use the following:
  – Creased print media
  – Curled print media
  – Wrinkled print media
  – Moist print media
  – Print media that is too thin (It should be at least 17 lb. or 64 g/m$^2$.)
  – Print media that is too thick (It should not be more than 28 lb. or 105 g/m$^2$, except for Canon print media.)
  – Print media with holes (e.g. punched holes)
  – Postcards with photographs or stickers adhered to them
  – Envelopes that have a double flap
  – Envelopes that are sealed with the flap
  – Envelopes which have undergone processes such as embossing or coating
- Hold the print media as closely as possible to its edges and try not to touch the printing surface. Printing quality will deteriorate if the printing surface is damaged or becomes dirty.
- Do not touch the printing surface until the ink has dried. If the print media is moist after printing, do not touch the printing surface until the ink has dried.

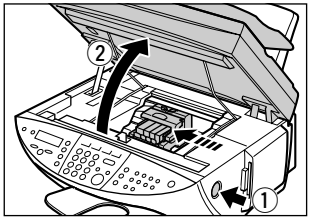
- Some print media may curl and the printing surface may smudge if you have used a large amount of ink for printing. If this occurs, move the paper thickness lever to the right. Paper that tends to curl is not recommended to print documents that contain photographs or graphics. Use for printing mainly text.
- Do not use print media that is in bad condition (see p. 3-4). If the print media is curled, uncurl it before printing.
- Place the print media you have not used back into its packet and store out of direct sunlight in a place where temperature and humidity is low.
- Remove each sheet as soon as it is printed.
- Do not stack more than 20 sheets of 4 × 6 in. (101.6 × 152.4 mm) paper in the paper output tray.
- Do not touch the printed surface until the ink is fixed (approx. 30 minutes). Colors in dark images may appear indistinct at first, but will become clearer after about 30 minutes.
- Images may smudge if you place them in an album before the ink is completely dry. It is recommended that you allow the ink to dry for 24 hours.
- Do not attempt to dry the ink with a hairdryer or by exposing printed sheets to direct sunlight.
- Do not store or display printouts in hot, damp, or humid conditions. Never expose them to heat or direct sunlight.
- Store printouts in photo albums, photo frames, or presentation binders to protect them from direct exposure to air or sunlight.
- Do not mount printouts in an adhesive-type album as you may not be able to remove them.
- Be aware that some types of clear plastic folders and albums may cause the edges of the paper to turn yellow.

# ▶ Setting the paper thickness lever

The paper thickness lever adjusts the gap between the printhead and the print media to suit the print media's thickness. Before printing, be sure to set the paper thickness lever.

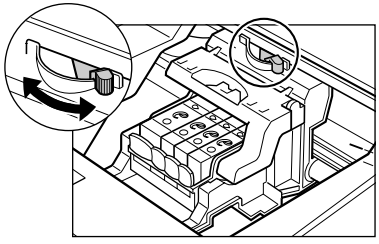
Follow this procedure to set the paper thickness lever:

**1** **Press [Open] ① and lift up the scanning unit ②.**




**2** **Move the paper thickness lever to the appropriate setting.**

- For details on which position to set for the print media you are using, see p. 3-1.



**3** **Close the scanning unit until it locks into place.**

# ▶ Setting the print media size and type

For copying and Fax Model receiving faxes, you need to set the size and type of print media loaded in the multi-purpose tray.

**NOTE**

- For documents printed from your computer, you can specify the print media size and type on your computer (→ *Software Guide*).
- For photo printing, specify the print media size as described in Chapter 4.

Follow this procedure to set the print media size and type:

**1 Press [Copy] or Fax Model [Fax].**

**2 Press [Paper Select].**

Ex:

```
SIZE :    <   LTR  >
TYPE :       PLAIN
```

**3 Use [◄] or [►] to select the print media size.**

- Select from the following:
  - <LTR>
  - <4″ × 6″>
  - <LGL>
  - <A4>
- Fax Model For received faxes, select <LTR>, <LGL>, or <A4>.

**4 Press [Set].**

Ex:

```
SIZE :        A4
TYPE :   <  PLAIN >
```

**5 Use [◄] or [►] to select the print media type.**

- Select:
  - <PLAIN> for plain paper.
  - <GLOSSY> for glossy photo paper.
  - <H.RES.> for high resolution paper.
  - <TRANS.> for transparencies.
  - <PHOTO> for Photo paper pro.

**6 Press [Set].**

- If you are in copy mode, the LCD will display the print media size and type.

# ▶ Loading print media

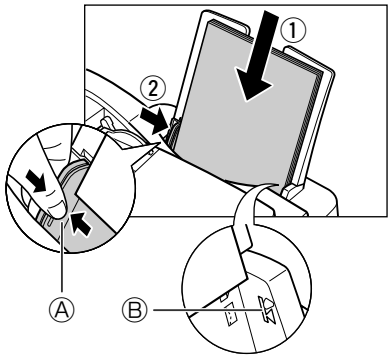
## Loading paper

Follow this procedure to load paper in the multi-purpose tray:

**1** **Remove the tray cover.**

**2** **Place a stack of paper (print side up) in the multi-purpose tray ① and adjust the paper guide Ⓐ to the width of the stack ②.**

- Make sure the stack does not exceed the paper limit mark Ⓑ.




**3** **Replace the tray cover over the multi-purpose tray.**

## Loading envelopes

Follow this procedure to load envelopes in the multi-purpose tray:

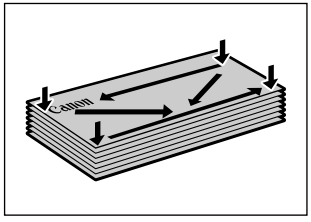
**1** **Make sure the paper thickness lever is set to the right.**

- For details, see p. 3-5.

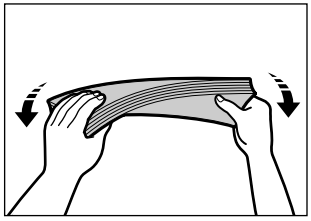
**2** **Remove the tray cover.**

**3** **Prepare the envelopes for loading:**

**Press down firmly on the edges of the envelopes to make the folds crisp. Also, press firmly on the area that corresponds to the edges of the back flap.**

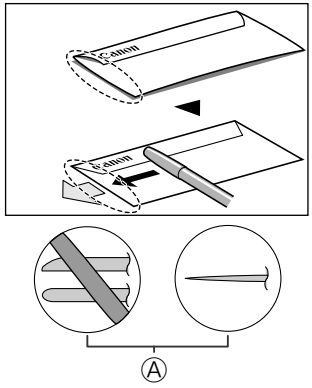


**Remove any curling by holding the edges diagonally and bending them gently.**



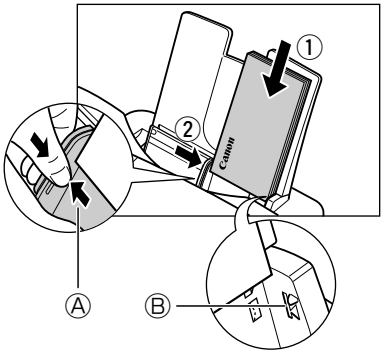
**If the edges of the envelope are inflated or are curling up, place the envelope on a desk and with a pen press down on it.**

- Press down on the envelope moving from the center toward the edges of the envelope.
- Ⓐ shows cross-sections of the envelope edge in the direction it is loaded.




**4 Place the stack of envelopes (print side up) in the multi-purpose tray ① and adjust the paper guide Ⓐ to the width of the stack ②.**

- Feed the left side of the envelope (return address portion) into the multi-purpose tray first.
- Make sure the stack does not exceed the paper limit mark Ⓑ.




**5 Replace the tray cover over the multi-purpose tray.**

# Loading banner paper

**NOTE**

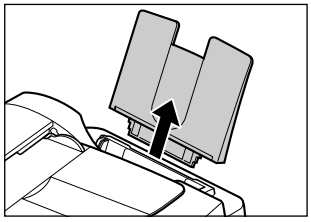
- Always leave an extra sheet at the end of the banner—just in case the type runs over.
- Printing on banner paper may require considerable amounts of ink, so use new ink tanks if necessary.
- For best print results on banner paper, use light design patterns.

Follow this procedure to load banner paper in the multi-purpose tray.

**1** **Make sure the paper thickness lever is set to the right.**

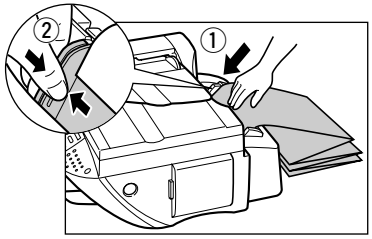
- For details, see p. 3-5.

**2** **Remove the tray cover and multi-purpose tray, and place the machine near the edge of a table so that the paper can flow over the edge as it exits the machine.**



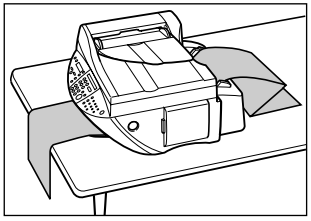
**3** **Cut the banner paper to the required length and place it behind the machine on a flat surface. Then insert the first sheet and press gently down on the sheet ①. Adjust the paper guide to the width of the paper ②.**

- Press down gently on the sheet until paper feeding starts.
- Make sure the sheets behind the machine are aligned with the first sheet.




**4** **Set your computer to print on banner paper.**

- Allow the paper to flow over the edge of the table as it exits the machine.



Chapter 4

# Photo printing from a memory card

This feature allows you to insert a memory card (with a PC card adapter) into your machine and print photographs directly from it.

## ▶ Compatible memory cards

The following cards are compatible with the machine:

- Compact flash
- Smart media
- Memory stick
- SD memory card
- Multimedia card
- Flash ATA card PCMCIA Type II (PC card adapter not necessary)

**NOTE**

- The file format must comply with the DCF standard.
- Some digital cameras are not compatible with 64 MB and 128 MB memory cards. Photographs on memory cards that are not compatible with the camera may be unreadable or the image data may be damaged.
- Format the memory card with the digital camera. It is not compatible with the computer's own format.
- For information on memory cards compatible with your digital camera and PC card adapters contact your digital camera manufacturer.
- To use your computer to read or write data on a memory card, refer to the *Software Guide*.
- If you have copied photographs from a memory card to your computer and then edited them, be sure to print them from your computer. Copying edited photographs back onto a memory card and then printing them from your machine will not produce good results. If you do decide to copy edited photographs back onto a memory card, remove the memory card from the card slot, reinsert it into the slot and then print.

## ▶ Recommended print media

Although you can use plain paper, Photo Paper Pro paper and cards are recommended for high-quality images. For details on print media, see p. 3-1.

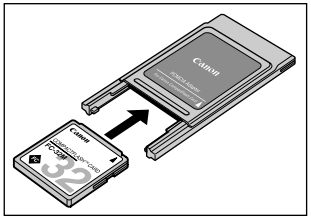
# ▶ Inserting/removing a memory card

## Inserting a memory card

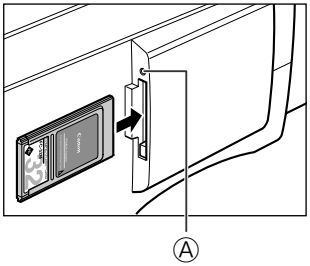
To use a memory card, you will need to insert it into a PC card adapter before inserting it in the card slot. Do not attempt to insert it into the card slot without a PC card adapter.

**1 Make sure the machine is on.**
- If not, press [ON/OFF(1 sec.)].

**2 Insert the memory card into the PC card adapter.**



**3 Insert the PC card adapter all the way into the card slot on the right side of the machine.**
- The indicator light Ⓐ turns on.

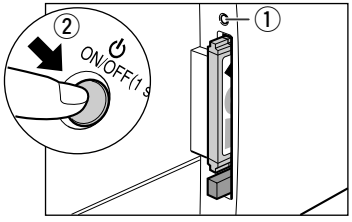



**NOTE**
- If the memory card cannot be read, check that:
  - the PC card adapter containing the memory card is inserted all the way into the card slot.
  - the PC card adapter containing the memory card was not removed while being read.
  - you are using a compatible memory card.
  - your memory card contains photographs.

## Removing a memory card

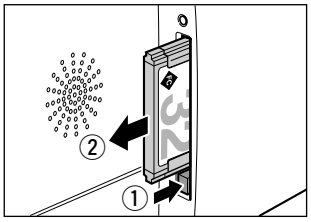
**CAUTION**
- **Do not remove the memory card or turn off the machine when the indicator light is blinking as this may damage the data in the memory card.**

**1 Check that the indicator light is not blinking ①, then press [ON/OFF(1 sec.)] to turn the machine off ②.**
- If you have been writing to a memory card in Windows 2000, wait a few seconds before turning off the machine.



**2 Press [Eject] ① and remove the PC card adapter ②.**

- Do not remove the memory card and PC card adapter separately from the card slot.




# ▶ Printing methods

There are different methods for printing photographs from a memory card. Follow this general procedure to print photographs:

**Step 1**

**Print an index (→ p. 4-4) to see thumbnails of all the photographs in the memory card.**

- Note the number below the photograph(s) you want to print.

**Step 2**

**Select a printing method.**

**All frames (→ p. 4-5)** | **Single frame (→ p. 4-7)** | **Frame range (→ p. 4-9)** | **DPOF (→ p. 4-11)**

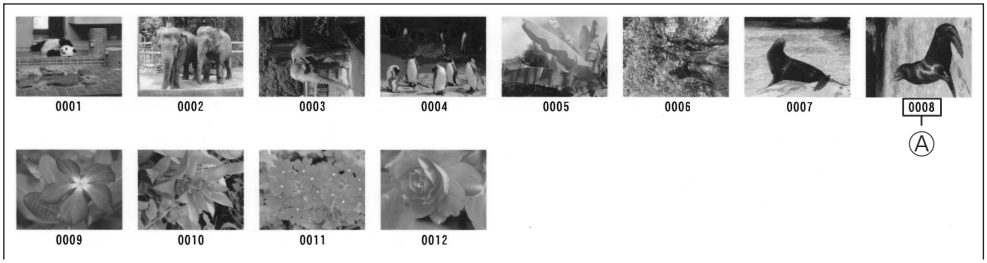
**NOTE**

- If there are DPOF settings in the memory card, <DPOF> will display in the LCD in standby mode. If you press [Start], the photographs will be printed immediately according to the DPOF settings.
- You may not be able to print photographs if their file sizes are too large.
- You can set vivid photo printing to make your photographs appear more vibrant. For details, see p. 4-13.
- For each printing method except DPOF, you can set date printing from the machine. For details, see p. 4-14.

## Printing an index

This printing method prints thumbnails of the photographs in a memory card. An index is useful to see small versions of all photographs in a memory card without having to print each photograph individually.

When you print an index, a number Ⓐ is assigned to each thumbnail. You will need these numbers to select the photographs you want to print in a larger format.




If "?" appears in the index, see p. 12-6.

Follow this procedure to print an index print:

**1 Load the correct print media in the multi-purpose tray.**
- For details on print media and how to load it, see pp. 3-1, 3-7.

**2 Insert the memory card as described on p. 4-2.**

**3 Press [Photo Print].**

**4 Press [Menu].**

**5 Press [Set].**

Ex:
```
PHOTO PRINT MODE
                INDEX
```

**6 Use [◄] or [►] to select <INDEX>.**

**7 Press [Set].**

Ex:
```
SELECT PAPER SIZE
                  LTR
```

**8 Use [◄] or [►] to select the paper size.**
- Select:
  – <LTR> for letter-size print media.
  – <4" × 6"> for card-size print media.
  – <A4> for A4-size print media.
- If you select <4" × 6">, the print media type is fixed to <PHOTO PAPER PRO>.

**● If you selected <4" × 6"> in step 8:**

**9 Go to step 11.**

**● If you selected <LTR> or <A4> in step 8:**

**9 Press [Set].**

Ex:
```
SELECT PAPER TYPE
     PHOTO PAPER PRO
```

**10 Use [◄] or [►] to select the paper type.**

- Select from the following:
  - <PLAIN PAPER>
  - <PHOTO PAPER PRO>

**11 Press [Set].**

**12 Press [Start].**

- To cancel printing, press [Stop/Reset].

**NOTE**

- You can only print one index print at a time.
- The number assigned to each thumbnail on the index print is different from the ID numbers assigned by the digital camera.

## Printing all frames

This printing method prints individually all photographs stored in a memory card.



Follow this procedure to print individually all photographs in a memory card:

**1 Load the correct print media in the multi-purpose tray.**

- For details on print media and how to load it, see pp. 3-1, 3-7.

**2 Insert the memory card as described on p. 4-2.**

**3 Press [Photo Print].**

**4 Press [Menu].**

**5 Press [Set].**

Ex:

```
PHOTO PRINT MODE
                INDEX
```

**6 Use [◄] or [►] to select <ALL FRAMES>.**

**7 Press [Set].**

Ex:

```
SELECT PAPER SIZE
                  LTR
```

**8 Use [◄] or [►] to select the paper size.**

- Select:
  - <LTR> for letter-size print media.
  - <4" × 6"> for card-size print media.
  - <A4> for A4-size print media.
- If you select <4" × 6">, the print media type is fixed to <PHOTO PAPER PRO>.

**● If you selected <4" × 6"> in step 8:**

**9 Press [Set].**

Ex:

```
BORDERLESS PRINT
                OFF
```

**10 Use [◄] or [►] to select borderless printing.**

- Select:
  - <OFF> to print the photographs with borders.
  - <ON> to print the photographs without borders.

**11 Go to step 13.**

**● If you selected <LTR> or <A4> in step 8:**

**9 Press [Set].**

Ex:

```
SELECT PAPER TYPE
        PLAIN PAPER
```

**10 Use [◄] or [►] to select the paper type.**

- Select from the following:
  - <PLAIN PAPER>
  - <PHOTO PAPER PRO>

**● If you selected <PLAIN PAPER> in step 10:**

**11 Go to step 13.**

**● If you selected <PHOTO PAPER PRO> in step 10:**

**11 Press [Set].**

Ex:

```
BORDERLESS PRINT
                OFF
```

**12 Use [◄] or [►] to select borderless printing.**

- Select:
  - <OFF> to print the photographs with borders.
  - <ON> to print the photographs without borders.

**13 Press [Set].**

**14 Press [Start].**

**NOTE**

- Printing is enlarged or reduced automatically according the paper size. Depending on the paper type and whether borderless printing is selected, the photographs may be cropped.
- A margin may still appear even if you select borderless printing on letter-size paper.

## Printing a single frame

This printing method prints a specified single photograph from a memory card. In order to select the photograph you want to print, you will need to print the index and note the number assigned to the photograph. To print an index, see p. 4-4.



Without a border



With a border

Follow this procedure to print a single photograph on a memory card:

**1 Load the correct print media in the multi-purpose tray.**
- For details on print media and how to load it, see pp. 3-1, 3-7.

**2 Insert the memory card as described on p. 4-2.**

**3 Press [Photo Print].**

**4 Press [Menu].**

**5 Press [Set].**

Ex:
```
PHOTO PRINT MODE
                INDEX
```

**6 Use [◄] or [►] to select <SINGLE FRAME>.**

**7 Press [Set].**
```
FILE NO:
                0001
```

**8 Use the numeric keys to enter the frame number.**
- You can also use [◄] or [►] to enter the frame number.
- To find the frame number, you will need to print the index beforehand (→ p. 4-4).

**9 Press [Set].**
```
NUMBER OF PRINTS
             1COPIES
```

**10 Use the numeric keys to enter the number of copies of the photograph you want.**
- Enter a zero before single digits (e.g. 07).
- You can also use [◄] or [►] to enter the quantity.

**11 Press [Set].**

Ex:

```
SELECT PAPER SIZE
                LTR
```

**12 Use [◄] or [►] to select the paper size.**

- Select:
  - <LTR> for letter-size print media.
  - <4" × 6"> for card-size print media.
  - <A4> for A4-size print media.
- If you select <4" × 6">, the print media type is fixed to <PHOTO PAPER PRO>.

**● If you selected <4" × 6"> in step 12:**

**13 Press [Set].**

Ex:

```
BORDERLESS PRINT
                OFF
```

**14 Use [◄] or [►] to select borderless printing.**

- Select:
  - <OFF> to print the photographs with borders.
  - <ON> to print the photographs without borders.

**15 Go to step 17.**

**● If you selected <LTR> or <A4> in step 12:**

**13 Press [Set].**

Ex:

```
SELECT PAPER TYPE
        PLAIN PAPER
```

**14 Use [◄] or [►] to select the paper type.**

- Select from the following:
  - <PLAIN PAPER>
  - <PHOTO PAPER PRO>

**● If you selected <PLAIN PAPER> in step 14:**

**15 Go to step 17.**

**● If you selected <PHOTO PAPER PRO> in step 14:**

**15 Press [Set].**

Ex:

```
BORDERLESS PRINT
                OFF
```

**16 Use [◄] or [►] to select borderless printing.**

- Select:
  - <OFF> to print the photograph with a border.
  - <ON> to print the photograph without a border.

**17 Press [Set].**

• Use [◀] or [▶] to view your settings in the LCD.

Ex:

```
【SINGLE FRAME】
PLAIN LTR                ▶
```

or

```
【SINGLE FRAME】
◀ NO.0002          01
```

**18 Press [Start].**

**NOTE**

- Printing is enlarged or reduced automatically according the paper size. Depending on the paper type and whether borderless printing is selected, the photograph may be cropped.
- A margin may still appear even if you select borderless printing on letter-size paper.

## Printing a range of frames

This printing method prints a range of photographs in sequence on a memory card. In order to select the photographs you want to print, you will need to print the index and note the numbers assigned to them. To print an index, see p. 4-4.



Without borders

With borders

Follow this procedure to print selected photographs on a memory card:

**1 Load the correct print media in the multi-purpose tray.**

• For details on print media and how to load it, see pp. 3-1, 3-7.

**2 Insert the memory card as described on p. 4-2.**

**3 Press [Photo Print].**

**4 Press [Menu].**

**5 Press [Set].**

Ex:

```
PHOTO PRINT MODE
                INDEX
```

**6 Use [◀] or [▶] to select <FRAME RANGE>.**

**7 Press [Set].**

```
FIRST FILE:
                0001
```

**8 Use the numeric keys to enter the first frame number you want print.**

- You can also use [◀] or [▶] to enter the frame number.
- To find the frame number, you will need to print the index beforehand (→ p. 4-4).

**9 Press [Set].**

Ex:

```
LAST FILE:
                0006
```

**10 Use the numeric keys to enter the last frame number you want print.**

- You can also use [◀] or [▶] to enter the frame number.
- To find the frame number, you will need to print the index beforehand (→ p. 4-4).

**11 Press [Set].**

Ex:

```
SELECT PAPER SIZE
                 LTR
```

**12 Use [◀] or [▶] to select the paper size.**

- Select:
  - <LTR> for letter-size print media.
  - <4" × 6"> for card-size print media.
  - <A4> for A4-size print media.
- If you select <4" × 6">, the print media type is fixed to <PHOTO PAPER PRO>.

**● If you selected <4" × 6"> in step 12:**

**13 Press [Set].**

Ex:

```
BORDERLESS PRINT
                OFF
```

**14 Use [◀] or [▶] to select borderless printing.**

- Select:
  - <OFF> to print the photographs with borders.
  - <ON> to print the photographs without borders.

**15 Go to step 17.**

**● If you selected <LTR> or <A4> in step 12:**

**13 Press [Set].**

Ex:

```
SELECT PAPER TYPE
         PLAIN PAPER
```

**14 Use [◀] or [▶] to select the paper type.**

- Select from the following:
  - <PLAIN PAPER>
  - <PHOTO PAPER PRO>

**● If you selected <PLAIN PAPER> in step 14:**

**15 Go to step 17.**

● **If you selected <PHOTO PAPER PRO> in step 14:**

**15 Press [Set].**

Ex:

```
BORDERLESS PRINT
                OFF
```

**16 Use [◀] or [▶] to select borderless printing.**

- Select:
  - <OFF> to print the photograph with a border.
  - <ON> to print the photograph without a border.

**17 Press [Set].**

- Use [◀] or [▶] to view your settings in the LCD.

Ex:

```
【FRAME RANGE】
PHOTO LTR                ▶
```

or

```
【FRAME RANGE】
◀ NO.0001-0006
```

**18 Press [Start].**

**NOTE**

- Printing is enlarged or reduced automatically according the paper size. Depending on the paper type and whether borderless printing is selected, the photograph may be cropped.
- A margin may still appear even if you select borderless printing on letter-size paper.

## DPOF (Digital Print Order Format) printing

This printing method prints photographs according to the Digital Print Order Format (DPOF) settings specified on your digital camera.



The machine supports the following DPOF functions:

- Specified frames printed
- Print style (individual photographs, index)
- Date printing on individual photographs. Date or frame number printing on index
- Number of copies to be printed

All other DPOF functions (shooting information, trimming, etc.) are not supported.

Follow this procedure for DPOF printing:

**1 Load the correct print media in the multi-purpose tray.**
- For details on print media and how to load it, see pp. 3-1, 3-7.

**2 Insert the memory card as described on p. 4-2.**

**3 Press [Photo Print].**
**When you insert a memory card registered with DPOF settings, the LCD will automatically display DPOF.**

Ex:
```
【DPOF】
PHOTO LTR
```

**4 Press [Menu].**

**5 Press [Set] twice.**

Ex:
```
SELECT PAPER SIZE
                LTR
```

**6 Use [◀] or [▶] to select the paper size.**
- Select:
  – <LTR> for letter-size print media.
  – <4" × 6"> for card-size print media.
  – <A4> for A4-size print media.
- If you select <4" × 6">, the print media type is fixed to <PHOTO PAPER PRO>.

**● If you selected <4" × 6"> in step 6:**

**7 Press [Set].**

Ex:
```
BORDERLESS PRINT
              OFF
```

**8 Use [◀] or [▶] to select borderless printing.**
- Select:
  – <OFF> to print the photographs with borders.
  – <ON> to print the photographs without borders.

**9 Go to step 11.**

**● If you selected <LTR> or <A4> in step 6:**

**7 Press [Set].**

Ex:
```
SELECT PAPER TYPE
       PLAIN PAPER
```

**8 Use [◀] or [▶] to select the paper type.**
- Select from the following:
  – <PLAIN PAPER>
  – <PHOTO PAPER PRO>

**● If you selected <PLAIN PAPER> in step 8:**

**9 Go to step 11.**

● **If you selected <PHOTO PAPER PRO> in step 8:**

**9 Press [Set].**

Ex:

```
BORDERLESS PRINT
                OFF
```

**10 Use [◀] or [▶] to select borderless printing.**

- Select:
  - <OFF> to print the photographs with borders.
  - <ON> to print the photographs without borders.

**11 Press [Set].**

Ex:

```
【DPOF】
PLAIN A4
```

**12 Press [Start].**

**NOTE**

- Printing is enlarged or reduced automatically according the paper size. Depending on the paper type and whether borderless printing is selected, the photographs may be cropped.

# ▶ Setting vivid photo printing

Enabling this setting will make photographs appear more vibrant, especially blues and greens. It is also effective for photographs that were not taken with the correct exposure. Enable or disable this setting before printing photographs from a memory card.

**NOTE**

- Printing will take longer when this setting is enabled.

Follow this procedure to enable/disable this setting:

**1 Press [Photo Print].**

**2 Press [Menu].**

**3 Use [◀] or [▶] to select <VIVID PHOTO PRINT>.**

**4 Press [Set].**

Ex:

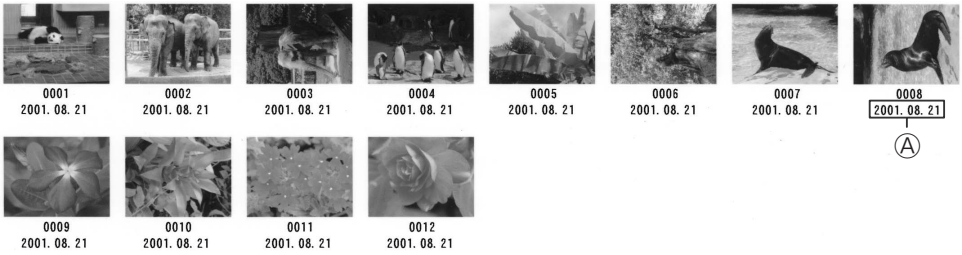
```
VIVID PHOTO PRINT
                ON
```

**5 Use [◀] or [▶] to select <ON> to enable vivid photo printing or <OFF> to disable it.**

**6 Press [Set].**

# ▶ Setting date printing

Enabling this setting will print the date, recorded by the digital camera, on the bottom right of the photograph, or below each thumbnail on an index Ⓐ.




This setting is effective for all printing methods except DPOF printing. Enable or disable this setting before printing photographs from a memory card.

**NOTE**

- Printing will take longer when this setting is enabled.
- Fax Model The date format can be changed with the <DATE SETUP> setting (→ p. 13-3).

Follow this procedure to enable/disable this setting:

**1** **Press [Photo Print].**

**2** **Press [Menu].**

**3** **Use [◀] or [▶] to select <PRINT PHOTO DATE>.**

**4** **Press [Set].**

Ex:

```
PRINT PHOTO DATE
                OFF
```

**5** **Use [◀] or [▶] to select <ON> to enable date printing or <OFF> to disable it.**

**6** **Press [Set].**

Chapter

# 5 Copying

## ▶ Documents you can copy

For information on the types of documents you can copy, their requirements, and details on loading them, see Chapter 2.

## ▶ Making copies

Follow this procedure to make color or black & white copies.

**1** **Press [Copy].**

**2** **Load the document on the platen glass or Fax Model ADF.**
- For details on how to load documents, see p. 2-2.

**3** **Use the numeric keys to enter the number of copies.**

**4** **Adjust any necessary settings for your document.**
- Press [Color] for color copying, or [B&W] for black & white copying (→ p. 5-2).
- Press [Paper Select] to select the print media size and type (→ p. 3-6).
- Press [Image Quality] to select the scanning resolution (→ p. 5-2).
- Press [Exposure] to select the scanning exposure (→ p. 5-2).
- Press [Enlarge/Reduce] to select the copy ratio (→ p. 5-3).

**5** **Press [Start].**
- To cancel copying, press [Stop/Reset].

# ▶ Improving copied images

## Setting color or black & white copying

Refer to *Making copies* on p. 5-1, and in step 4, set color or black & white copying as follows:

**For color copying:** Press [Color] to turn on its light.

**For black & white copying:** Press [B&W] to turn on its light.

## Adjusting the image quality (resolution)

Refer to *Making copies* on p. 5-1, and in step 4, adjust the image quality as follows:

**1 Press [Image Quality].**

**2 Use [◄] or [►] to select the image quality.**

- In black & white mode, select:
  - <B&W TEXT> for text-only documents.
  - <B&W PHOTO> for photographs.
  - <B&W DRAFT> for high-speed copying at a lower resolution.*

  In color mode select:
  - <COLOR NORMAL> for color text-only documents.
  - <COLOR FINE> for color photographs.
  - <COLOR FAST> for high-speed color copying at a lower resolution.*

**3 Press [Set].**

**NOTE**

- When using <COLOR FAST>, if the color output is different from that expected, select <COLOR NORMAL> or <COLOR FINE> and try copying again.

## Adjusting the exposure (density)

Exposure (density) is the degree of difference between light and dark. A high contrast setting will make blacks darker and whites brighter, whereas a low contrast setting will make the differences between black and white less marked.

Refer to *Making copies* on p. 5-1, and in step 4, adjust the exposure as follows:

**1 Press [Exposure].**

**2 Use [◄] or [►] to select the exposure.**

**3 Press [Set].**

* This setting is only available when <PLAIN> is selected as the print media type (→ p. 3-6).

# ▶ Reducing or enlarging a copy

You can reduce or enlarge copies in three different ways: using preset copy ratios, using custom copy ratios, or automatically reducing or enlarging an image to fit on the paper size selected.

**NOTE**

- For legal-size documents, the lowermost section of the document may not be copied.

## Using preset copy ratios

Refer to *Making copies* on p. 5-1, and in step 4, adjust the copy ratio as follows:

**1 Press [Enlarge/Reduce].**

```
PRESET RATIO
 -      100%      +
```

**2 Press [◀] or [▶] to select the copy ratio.**

- Select from the following:
  - <25% MIN.>
  - <78% LGL → LTR>
  - <95% A4 → LTR>
  - <100%>
  - <212% 4" × 6" → LTR>
  - <400% MAX.>

**3 Press [Set].**

## Using custom copy ratios

Refer to *Making copies* on p. 5-1, and in step 4, adjust the copy ratio as follows:

**1 Press [Enlarge/Reduce] twice.**

```
ZOOM 25-400%
 -      100%      +
```

**2 Use the numeric keys to enter a copy ratio between 25% and 400%.**

- You can also use [◀] and [▶] to select the copy ratio.

**3 Press [Set].**

## Copying an image to fit the page

If the document to be copied is on paper larger or smaller than the specified paper size (→ p. 3-6), you can automatically reduce or enlarge the image to fit the selected paper size.

**NOTE**

- You can only use the platen glass with this feature.
- You can only use this feature when the print media size setting is set to <LTR> , <4" × 6">, or <A4>. For details on setting the print media size, see p. 3-6.

Refer to *Making copies* on p. 5-1, and in step 4, follow this procedure:

**1 Press [Enlarge/Reduce] three times.**

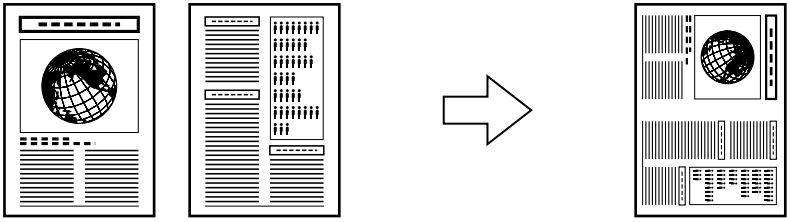
```
FIT-TO-PAGE
```

**2 Press [Set].**

# ▶ Advanced copy features

## Copying two pages on a single page

This feature allows you to reduce two pages to fit onto one page.



**NOTE**

- Before using this feature, print or delete any documents in memory you no longer need. This will maximize the amount of memory available for this feature. Also, setting the image quality setting to <B&W TEXT> or <COLOR NORMAL> will use less memory (→ p. 5-2).

Follow this procedure to reduce and copy two originals onto one page:

**1** **Press [Copy].**

**2** **Load the document on the platen glass or Fax Model ADF.**

**3** **Use the numeric keys to enter the number of copies.**

**4** **Adjust any necessary settings for your document (→ step 4, p. 5-1).**

**5** **Press [Menu].**

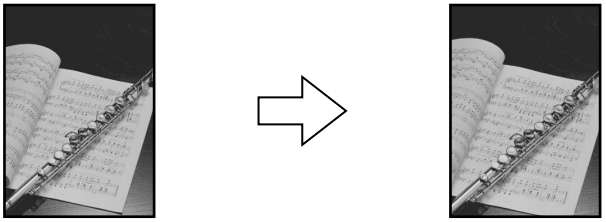
**6** **Press [Set] twice.**

```
 62% LTR   TEXT
2 on 1          01
```

**7** **Press [Start].**
**If you are using the platen glass, you will be prompted when the page has been scanned. Load the next page and follow the instructions in the LCD.**

## Borderless copying

This feature allows you to copy colored images that fill the entire page without borders.



**NOTE**

- You can only use the platen glass with this feature.
- Use specialty papers with this feature (→ p. 3-1).
- You can only use this feature when the print media size setting is set to <LTR>, <4" × 6">, or <A4>. For details on setting the print media size, see p. 3-6. Note that with letter-size paper, a margin may still appear.
- You can only use this feature when the print media type setting is set to <GLOSSY>, <H.RES.>, or <PHOTO>. For details on setting the print media type, see p. 3-6.
- You can only copy in color with this feature.
- Since the image is slightly enlarged to fill the entire page when copied, the edges of the image will be slightly cropped.

Follow this procedure to make a borderless copy:

**1** **Press [Copy].**

**2** **Load the document on the platen glass.**

**3** **Use the numeric keys to enter the number of copies.**

**4** **Adjust any necessary settings for your document (→ step 4, p. 5-1).**

**5** **Press [Menu].**

**6** **Press [Set].**

```
SPECIAL COPY
 1.2 on 1
```

**7** **Use [◄] or [►] to select <BORDERLESS COPY>.**

**8** **Press [Set].**

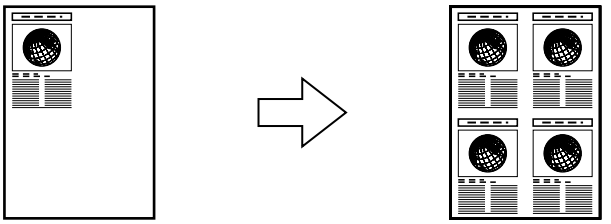
**9** **Press [Start].**

**NOTE**

- You can increase or decrease the border width according to your image (→ <EXTENSION AMOUNT>, p. 13-5).

## Repeating an image on a page

This feature allows you to copy an image several times onto a single page. You can set the machine to automatically select the number of times it repeats the image (→ p. 5-7), or you can specify the number (→ below).



**Preparing your image to repeat it manually**

To successfully repeat an image manually (with the <MANUAL> setting), do the following:

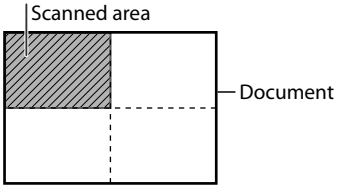
**1 Set the paper size you will be copying on to (→ p. 3-6).**

**2 Decide the number of times you want to copy the image. You can have a maximum of four vertical repeats and four horizontal repeats.**

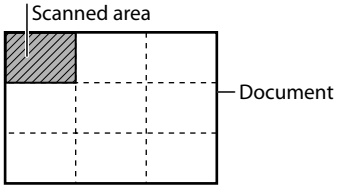
**3 Your original image must be no larger than one of the divisions. For example, if you want to make four repeats of your image, the original image must be no larger than one quarter of the paper size you are copying on to.**

*Examples*

● 2 × 2 repeats

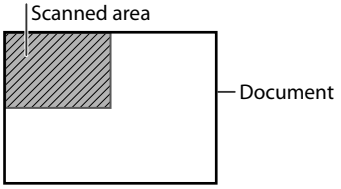



● 3 × 3 repeats

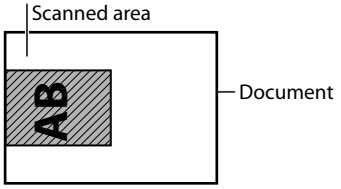



**4 Decide whether you want to place the original image on the platen glass or Fax Model ADF. Your choice will determine how you must position your image. For the platen glass, the upper left corner will be scanned. Fax Model For the ADF, position your original image so that its center is aligned with the center of the ADF.**

● Platen glass (face down)




● Fax Model ADF (face up)




**NOTE**

• The scanned area of a document also depends on the enlargement/reduction ratio.

You are now ready to start copying.

**Copying your image**

Follow this procedure to automatically or manually repeat an image on a page:

**1 Press [Copy].**

**2 Load the document on the platen glass or Fax Model ADF.**

- Fax Model If you will be selecting the <AUTO> setting to automatically select the number of repeats, load your document on the platen glass. You cannot use the ADF.

**3 Use the numeric keys to enter the number of copies.**

**4 Adjust any necessary settings for your document.**

**5 Press [Menu].**

**6 Press [Set].**

```
SPECIAL COPY
 1.2 on 1
```

**7 Use [◄] or [►] to select <IMAGE REPEAT>.**

**8 Press [Set].**

```
IMAGE REPEAT
                AUTO
```

**9 Use [◄] or [►] to select <AUTO> or <MANUAL>.**

**● If you selected <AUTO> in step 9:**

**10 Press [Set].**

Ex:

```
100%  LTR  TEXT
REPEAT AUTO      01
```

**11 Press [Start].**

**● If you selected <MANUAL> in step 9:**

**10 Press [Set].**

```
VERTICAL       < 2 >
HORIZONTAL       2
```

**11 Use [◄] or [►] to select the number of vertical repetitions (up to 4).**

**12 Press [Set].**

Ex:

```
VERTICAL         3
HORIZONTAL     < 2 >
```

**13 Use [◄] or [►] to select the number of horizontal repetitions (up to 4).**

**14 Press [Set].**

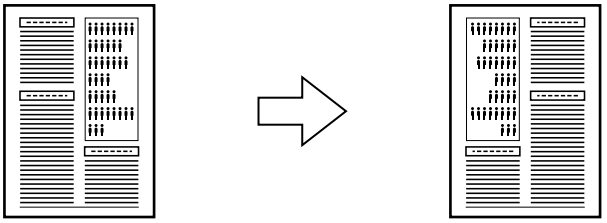
Ex:

```
100%  LTR  TEXT
REPEAT  3x3      01
```

**15 Press [Start].**

## Creating a mirror image

This feature allows you to make a mirror copy of a document. Use this feature when copying onto T-shirt transfers so that the image appears the right way when ironed onto fabric.



Follow this procedure to make a mirror copy:

**1** **Press [Copy].**

**2** **Load the document on the platen glass or** Fax Model **ADF.**

**3** **Use the numeric keys to enter the number of copies.**

**4** **Adjust any necessary settings for your document (→ step 4, p. 5-1).**

**5** **Press [Menu].**

**6** **Press [Set].**

```
SPECIAL COPY
 1.2 on 1
```

**7** **Use [◄] or [►] to select <MIRROR IMAGE>.**

**8** **Press [Set].**

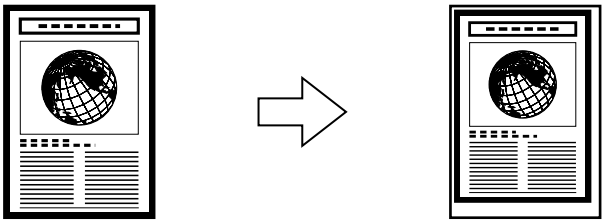
Ex:

```
100%  LTR  TEXT  01
MIRROR
```

**9** **Press [Start].**

## Shrinking an image to fit the page

If the image to be copied is larger than the output paper, this feature will automatically reduce the image to fit the paper size on which it will be copied.



Follow this procedure to copy an entire image onto a page:

**1** **Press [Copy].**

**2** **Load the document on the platen glass or Fax Model ADF.**

**3** **Use the numeric keys to enter the number of copies.**

**4** **Adjust any necessary settings for your document (→ step 4, p. 5-1).**

**5** **Press [Menu].**

**6** **Press [Set].**

```
SPECIAL COPY
 1.2 on 1
```

**7** **Use [◄] or [►] to select <ENTIRE IMAGE>.**

**8** **Press [Set].**

Ex:
```
 90%  LTR  TEXT
ENTIRE IMAGE      01
```

**9** **Press [Start].**

**NOTE**

- For some documents, the lowermost section of the document may not be copied.

Chapter 6

Fax Model

# Registering information in your machine

## ▶ Methods of registering information

Your machine has many settings that can be customized to your particular needs. This can be done by accessing the settings from your machine, or if you have connected your machine to a computer, you can customize them from the computer.

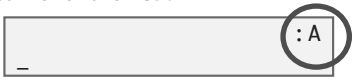
This guide includes only information for changing the settings from your machine. For details on changing them from your computer, refer to the *Software Guide*.

## ▶ Guidelines for entering numbers, letters, and symbols

Follow this procedure when you come to a step that requires you to enter a name or number:

**1** **Press [✳] to switch to letter mode (:A) or number mode (:1).**

- You can see what mode you are in by the character indicated on the top right corner of the LCD.




**2** **Use the numeric keys to enter the character. Press the key repeatedly until the character you want appears.**

| Key | Letters | Number |
|---|---|---|
| [1] | | 1 |
| [2] | ABCabc | 2 |
| [3] | DEFdef | 3 |
| [4] | GHIghi | 4 |
| [5] | JKLjkl | 5 |
| [6] | MNOmno | 6 |
| [7] | PQRSpqrs | 7 |
| [8] | TUVtuv | 8 |
| [9] | WXYZwxyz | 9 |
| [0] | | 0 |
| [#] | -.✳#!",;:^`_=/\|'?$@%&+()[]{}<> | |

**To enter two characters that are under the same key:** Press the numeric key, press [►], then press the same numeric key again. For example, to enter <DD> you would press [3], [►], [3].

**To enter a space:** Press [►].

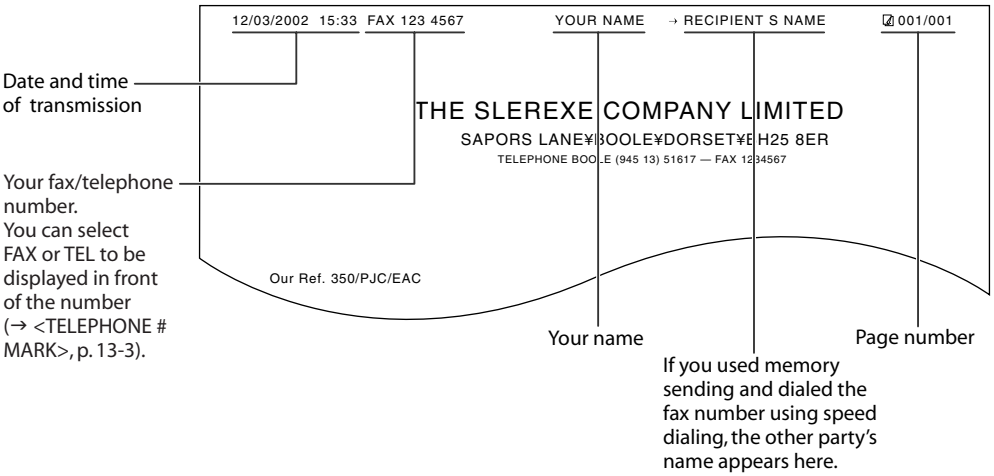
**To delete a character:** Press [◄].

**To delete an entire entry:** Press and hold [◄].

# ▶ Registering required sender information

In the United States, FCC rules governing the use of facsimile equipment state that your fax/telephone number, personal name or company name, and date and time of transmission must be printed on every facsimile transmission.
Your machine has been designed to print this information at the top of every fax you send. **You must therefore register this information in your machine before using it.**

Below is an example of how your sender information would print on a fax sent from your machine:




**NOTE**

- You can set the sender information to print inside or outside the image area (→ <TTI POSITION>, p. 13-3).

## Entering the sender information

If you have connected your machine to a computer, enter the sender information from the MultiPASS Suite software. Otherwise, follow this procedure to register it from the operation panel:

**1 Press [Menu].**

**2** **Use [◄] or [►] to select <USER DATA>.**

**3** **Press [Set].**

```
USER DATA
 1.TEL REGISTRATION
```

**4** **Use [◄] or [►] to select <FAX SETTINGS>.**

**5** **Press [Set] three times.**

```
DATE & TIME
12/03/2002    15:10
```

**6** **Use the numeric keys to enter the date (month/day/year) and time (in 24-hour format).**

- Enter only the last two digits of the year.

**7** **Press [Set].**

```
USER SETTINGS
 2.DATE SETUP
```

**8** **Use [◄] or [►] to select <UNIT TELEPHONE #>.**

**9** **Press [Set].**

```
UNIT TELEPHONE #
TEL=
```

**10** **Use the numeric keys to enter your fax/telephone number (max. 20 digits, including spaces).**

- To enter a plus sign (+) before the number, press [#].
- For details on how to enter or delete numbers, see p. 6-1.

**11** **Press [Set] twice.**

```
UNIT NAME         :A
     _
```

**12** **Use the numeric keys to enter your name (max. 24 characters, including spaces).**

- For details on how to enter or delete characters, see p. 6-1.

**13** **Press [Set].**

**14** **Press [Stop/Reset].**

**NOTE**

- You can print the USER'S DATA LIST to check the sender information you have registered.

Chapter 7

Fax Model

# Speed dialing

## ▶ Speed dialing methods

Speed dialing allows you to dial fax/telephone numbers by simply pressing one or a few keys.

The following speed dialing methods are available:

- **One-touch speed dialing**

Register a fax/telephone number for one-touch speed dialing (→ p. 7-2), then to dial the number, simply press the one-touch speed dialing key assigned to that number.

- **Coded speed dialing**

Register a fax/telephone number for coded speed dialing (→ p. 7-4), then to dial the number, simply press [Coded Dial] and enter the two-digit code assigned to that number.

- **Group dialing**

Register a group of fax numbers for group dialing (→ p. 7-6), then to send a document to all numbers in that group, simply press the one-touch speed dialing key, or press [Coded Dial] and enter the two-digit code assigned to that group.

**NOTE**

- If you have connected your machine to a computer, you can register speed dialing from your computer. For details, see the *Software Guide*.

# ▶ Registering one-touch speed dialing

Before you can use one-touch speed dialing (→ p. 7-8), you need to register the recipients' numbers. Follow this procedure:

**1** **Press [Menu].**

**2** **Use [◀] or [▶] to select <USER DATA>.**

**3** **Press [Set] three times.**

```
1-TOUCH SPD DIAL
 01=
```

**4** **Use [◀] or [▶] to select a one-touch speed dialing key (01 to 10).**
- You can also select a key by pressing the one-touch speed dialing key.

**5** **Press [Set] twice.**

```
TELEPHONE NUMBER
TEL=_
```

**6** **Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).**
- For details on how to enter or delete numbers, see p. 6-1.

**7** **Press [Set] twice.**

```
NAME              :A
     _
```

**8** **Use the numeric keys to enter a name for the one-touch speed dialing key (max. 16 characters, including spaces).**
- For details on how to enter or delete characters, see p. 6-1.

**9** **Press [Set].**

**10** **To continue registering one-touch speed dialing keys, repeat the procedure from step 4.**
**-or-**
**Press [Stop/Reset] to return to standby mode.**

**NOTE**
- Use the destination labels provided with your machine to label the one-touch speed dialing keys with the recipients' names.
- For a list of the recipients you have registered, print the one-touch speed dialing list (→ p. 7-9).

## Changing or deleting an entry

Follow the procedure for registering one-touch speed dialing (→ p. 7-2), and do the following:

**To change a registered number:** In step 6, use [◀] to delete the registered number, then use the numeric keys to enter the new number.

**To change a registered name:** In step 8, use [◀] to delete the registered name, then use the numeric keys to enter the new name.

**To delete an entire entry:** In step 6, press and hold [◀] to clear the registered number, press [Set], then [Stop/Reset]. The name will automatically be deleted when you delete the number.

# ▶ Registering coded speed dialing

Before you can use coded speed dialing (→ p. 7-8), you need to register the recipients' numbers. Follow this procedure:

**1** **Press [Menu].**

**2** **Use [◄] or [►] to select <USER DATA>.**

**3** **Press [Set] twice.**

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

**4** **Use [◄] or [►] to select <CODED SPEED DIAL>.**

**5** **Press [Set].**

```
CODED SPEED DIAL
*00=
```

**6** **Use [◄] or [►] to select a coded speed dialing code (00 to 99).**

- You can also select a code by pressing [Coded Dial] and then using the numeric keys to enter a two-digit code.

**7** **Press [Set] twice.**

```
TELEPHONE NUMBER
TEL=_
```

**8** **Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).**

- For details on how to enter or delete numbers, see p. 6-1.

**9** **Press [Set] twice.**

```
NAME              :A
    _
```

**10** **Use the numeric keys to enter a name for the coded speed dialing code (max. 16 characters, including spaces).**

- For details on how to enter or delete characters, see p. 6-1.

**11** **Press [Set].**

**12** **To continue registering coded speed dialing codes, repeat the procedure from step 6.**
**-or-**
**Press [Stop/Reset] to return to standby mode.**

✎ **NOTE**

- For a list of the recipients you have registered, print the coded speed dialing list (→ p. 7-9).

## Changing or deleting an entry

Follow the procedure for registering coded speed dialing (→ p. 7-4), and do the following:

**To change a registered number:** In step 8, use [◀] to delete the registered number, then use the numeric keys to enter the new number.

**To change a registered name:** In step 10, use [◀] to delete the registered name, then use the numeric keys to enter the new name.

**To delete an entire entry:** In step 8, press and hold [◀] to clear the registered number, press [Set], then [Stop/Reset]. The name will automatically be deleted when you delete the number.

# ▶ Registering group dialing

Before you can use group dialing (→ p. 7-8), you need to register the recipients' numbers. Follow this procedure:

**NOTE**

- You can only group numbers that have already been registered for one-touch or coded speed dialing (→ pp. 7-2, 7-4).

**1** **Press [Menu].**

**2** **Use [◀] or [▶] to select <USER DATA>.**

**3** **Press [Set] twice.**

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

**4** **Use [◀] or [▶] to select <GROUP DIAL>.**

**5** **Press [Set].**

```
GROUP DIAL
 01=
```

**6** **Select a one-touch speed dialing key or coded speed dialing code under which you want to register the group.**

- **To register a group under a one-touch speed dialing key: Use [◀] or [▶] to select an empty key (01 to 10).**
- **To register a group under a coded speed dialing code: Press [Coded Dial], then use the numeric keys to enter an empty two-digit code (00 to 99).**

**7** **Press [Set] twice.**

```
TEL=
```

**8** **Enter the one-touch and/or coded speed dialing numbers you want to register in the group.**

- **To enter a one-touch speed dialing entry: Press the one-touch speed dialing key(s).**
- **To enter a coded speed dialing entry: Press [Coded Dial], then use the numeric keys to enter the code(s).**
  - You can only enter numbers that have already been registered for one-touch or coded speed dialing (i.e. you cannot enter numbers with the numeric keys).
  - To review the numbers you have entered, use [◀] or [▶].

**9** **Press [Set] twice.**

```
NAME              :A
    _
```

**10 Use the numeric keys to enter a name for the group (max. 16 characters, including spaces).**

- For details on how to enter or delete characters, see p. 6-1.
- The name you enter here will appear in speed dialing lists.

**11 Press [Set].**

**12 To continue registering other groups, repeat the procedure from step 6.**
**-or-**
**Press [Stop/Reset] to return to standby mode.**

**NOTE**

- For a list of the entries you have made, print the group dialing list (→ p. 7-9).

## Changing or deleting an entry

Follow the procedure for registering groups (→ p. 7-6), and do the following:

**To delete a number from the group:** In step 8, use [◄] or [►] to display the number you want to delete, then press and hold [◄].

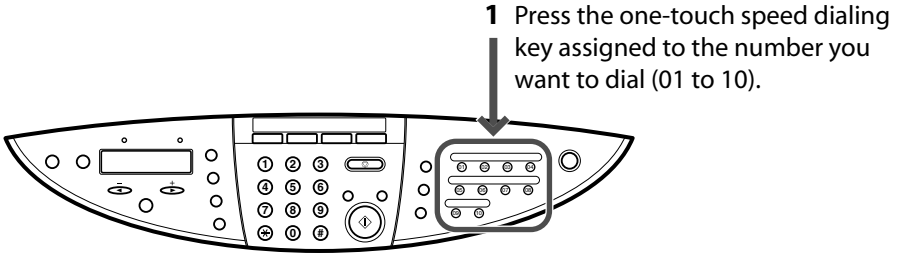
**To add a number to the group:** In step 8, simply enter the number as explained.

**To delete an entire group:** In step 8, press and hold [◄] until all numbers are deleted, press [Set], then [Stop/Reset]. The name for the group will automatically be deleted when you delete the numbers.

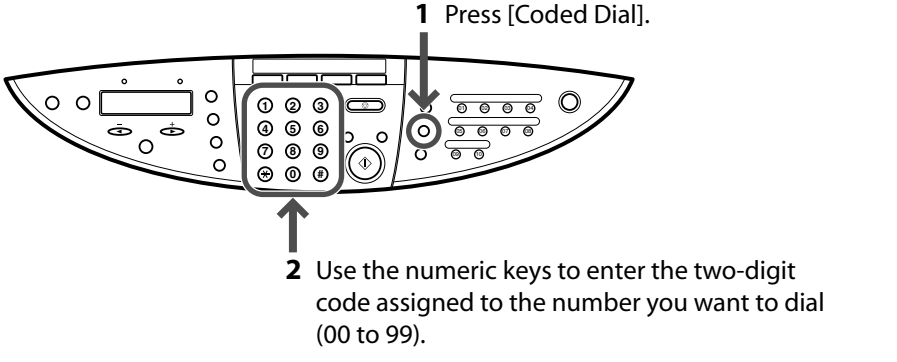
# ▶ Using speed dialing

Using speed dialing is easy. Simply do the following when you want to dial a number or group registered for speed dialing:

- **One-touch speed dialing:**




- **Coded speed dialing:**




- **For a group registered for one-touch speed dialing:** Press the one-touch speed dialing key assigned to the group you want to dial (see *One-touch speed dialing* above).

- **For a group registered for coded speed dialing:** Press [Coded Dial], then use the numeric keys to enter the two-digit code assigned to the group you want to dial (see *Coded speed dialing* above).

If you use speed dialing to send a fax, press [Start] after dialing, or wait a few seconds for the machine to automatically begin scanning your document for sending. If you do not want the machine to begin scanning automatically, disable the <TIME OUT> setting (→ p. 13-4).

# ▶ Printing speed dialing lists

You can print lists of the recipients registered for speed dialing. You may want to keep these lists near your machine to refer to them when dialing.

Follow this procedure to print speed dialing lists:

**1** **Press [Fax].**

**2** **Press [Menu].**

**3** **Use [◀] or [▶] to select <REPORTS/LISTS>.**

**4** **Press [Set].**

```
REPORTS/LISTS
 1.ACTIVITY REPORT
```

**5** **Use [◀] or [▶] to select <SPEED DIAL LIST>.**

**6** **Press [Set].**

```
SPEED DIAL LIST
 1.1-TOUCH LIST
```

**7** **Use [◀] or [▶] to select the list you want to print.**

- Select from the following:
  - <1-TOUCH LIST>
  - <CODED DIAL LIST>
  - <GROUP DIAL LIST>

**8** **Press [Set].**
**If you selected <1-TOUCH LIST> or <CODED DIAL LIST> above, select in what order you want the destinations to be printed. Press [✳] to print the list with the destination names in alphabetical order, or press [#] to print the list in code or key order.**

Chapter 8

Fax Model

# Sending faxes

## ▶ Documents you can fax

For information on the types of documents you can fax, their requirements, and details on loading them, see Chapter 2.

## ▶ Sending methods

There are two methods of sending faxes from your machine:

- Memory sending (→ below)
- Manual sending (→ p. 8-2)

### Memory sending

You should normally use memory sending to send documents fast and efficiently.

Follow this procedure for memory sending:

**1** **Load the document on the platen glass or ADF.**
- For details on how to load documents, see p. 2-2.

**2** **Press [Fax].**

**3** **Adjust any necessary settings for your document.**
- Press [Color] for color sending, or [B&W] for black & white sending (→ p. 8-3).
- Press [Image Quality] to select the fax resolution (→ p. 8-3).
- Press [Exposure] to select the scan contrast (→ p. 8-4).

**4** **Dial the recipient's number.**
- For details on the different dialing methods, see p. 8-4.

**5** **Press [Start].**
**If you are using the platen glass, you will be prompted when the page has been scanned. Load the next page (for a multipage document) and press [Start]. To start sending, press [Set].**

**To cancel memory sending:** Press [Stop/Reset] and follow any instructions in the LCD.

# Manual sending

Use manual sending when you want to talk to the recipient before sending a document, or if the recipient does not have a fax machine that can receive automatically.

**NOTE**
- With manual sending, you cannot use the platen glass to send documents.
- You will need to connect a telephone to your machine if you want to talk to the recipient before sending a document.

Follow this procedure for manual sending:

**1 Connect a telephone to your machine if you want to talk to the recipient before sending a document (→ *Setup Sheet*).**

**2 Load the document in the ADF.**
- For details on how to load documents in the ADF, see p. 2-2.

**3 Press [Fax].**

**4 Adjust any necessary settings for your document.**
- Press [Color] for color sending, or [B&W] for black & white sending (→ p. 8-3).
- Press [Image Quality] to select the fax resolution (→ p. 8-3).
- Press [Exposure] to select the scan contrast (→ p. 8-4).

**5 Press [Hook] or lift the handset.**

**6 Dial the recipient's number.**
- For details on the different dialing methods, see p. 8-4.

**7 Talk through the handset to the recipient.**
- If you hear a high-pitched signal instead of the recipient's voice, go to step 9.
- Your machine does not have hands-free calling capability so you will have to pick up the handset to talk to the recipient.

**8 Ask the recipient to set his fax machine to receive faxes.**

**9 When you hear a high-pitched signal, press [Start] and then hang up the handset.**

**To cancel manual sending:** Press [Stop/Reset].

# ▶ Improving faxed images

There are several settings that allow you to improve the quality of faxed documents.

## Setting color or black & white transmission

Follow the procedure for sending a document (→ p. 8-1) and set color or black & white sending as follows when required to do so:

**For color sending:** Press [Color] to turn on its light.

**For black & white sending:** Press [B&W] to turn on its light.

The setting automatically reverts to black & white after a document is sent or canceled.

✎ **NOTE**

- If you attempt to send a color document to a fax machine that does not support color faxing, you will get an error message. Try sending again in black & white. Alternatively, you can enable the <COLOR DIRECT TX> setting (→ p. 13-4) that will send a color document in black & white if the recipient's fax machine does not support color faxing.

## Adjusting the image quality (fax resolution)

You can adjust the image quality (fax resolution) of the document you send. The higher the resolution, the better the output quality at the other end, but the slower the transmission speed. Adjust the scanning resolution according to the type of document you are sending.

Follow the procedure for sending a document (→ p. 8-1) and adjust the resolution as follows when required to do so:

**1 Press [Image Quality].**

**2 Use [◄] or [►] to select the resolution.**

- In black & white mode, select:
  - <B&W STANDARD> for text-only documents.
  - <B&W FINE> for fine-print documents.
  - <B&W PHOTO> for photographs.

  In color mode select:
  - <COLOR STANDARD> for normal color documents.
  - <COLOR FINE> for fine color documents.

**3 Press [Set].**

## Adjusting the exposure (scan contrast)

Exposure (scan contrast) is the degree of difference between light and dark. A high contrast setting will make blacks darker and whites brighter, whereas a low contrast setting will make the differences between black and white less marked.

Follow the procedure for sending a document (→ p. 8-1) and adjust the contrast as follows when required to do so:

**1 Press [Exposure].**

**2 Use [◄] or [►] to select the exposure.**

**3 Press [Set].**

# ▶ Dialing methods

There are several methods of dialing the number of the recipient:

- **Regular dialing**
Simply dial the number using the numeric keys.

- **One-touch speed dialing**
Register a number for one-touch speed dialing so that you only have to press one key to dial that number. For details on registering and using one-touch speed dialing, see Chapter 7.

- **Coded speed dialing**
Register a number for coded speed dialing so that you only have to press [Coded Dial] and then enter the two-digit code assigned to that number. For details on registering and using coded speed dialing, see Chapter 7.

- **Group dialing**
Register numbers for group dialing so that you can send a document to a predefined group of fax numbers using speed dialing. For details on registering and using group dialing, see Chapter 7.

- **PC dialing**
Dial a fax number from your computer using the MultiPASS Suite software. For details, see the *Software Guide*.

# ▶ Redialing a busy number

There are two methods of redialing: *Manual redialing* and *Automatic redialing*.

## Manual redialing

Press [Redial/Pause] to redial the last number entered with the numeric keys.

**To cancel manual redialing:** Press [Stop/Reset].

## Automatic redialing

When using memory sending to send a document and the recipient's line is busy, your machine will redial the number after an interval.

Your machine allows you to customize automatic redialing settings to suit your needs (see below).

**To cancel automatic redialing:** Wait until the machine starts redialing, then press [Stop/Reset]. Follow the instructions in the LCD.

**NOTE**

- You can also delete the document from memory. For details, see p. 8-8.

### Customizing automatic redialing settings

You can customize the following settings:

- Whether or not your machine redials automatically
- The number of times the machine redials
- The time interval between redialings

Follow this procedure to customize automatic redialing settings:

**1** **Press [Menu].**

**2** **Use [◀] or [▶] to select <USER DATA>.**

**3** **Press [Set].**

```
USER DATA
 1.TEL REGISTRATION
```

**4** **Use [◀] or [▶] to select <FAX SETTINGS>.**

**5** **Press [Set].**

```
FAX SETTINGS
 1.USER SETTINGS
```

**6** **Use [◀] or [▶] to select <TX SETTINGS>.**

**7** **Press [Set].**

```
TX SETTINGS
 1.ECM TX
```

**8** **Use [◀] or [▶] to select <AUTO REDIAL>.**

**9** **Press [Set].**

Ex:

```
AUTO REDIAL
                    ON
```

**10** **Use [◄] or [►] to select <ON> to enable automatic redialing or <OFF> to disable it.**

● **If you selected <OFF> in step 10:**

**11** **Press [Set].**

**12** **Press [Stop/Reset].**

● **If you selected <ON> in step 10:**

**11** **Press [Set] twice.**

```
REDIAL TIMES
               2TIMES
```

**12** **Use the numeric keys to enter the number of times you want the machine to redial.**

**13** **Press [Set] twice.**

```
REDIAL INTERVAL
                2MIN.
```

**14** **Use the numeric keys to enter the time interval between redialings.**

**15** **Press [Set].**

**16** **Press [Stop/Reset].**

# ▶ Sending the same document to several recipients (sequential broadcasting)

Your machine allows you to send the same document to a maximum of 111 recipients in one operation. You can dial the recipients' numbers using any of the following dialing methods:

- One-touch speed dialing: up to 10 destinations
- Coded speed dialing: up to 100 destinations
- Regular dialing (using the numeric keys) or redialing: one destination

You can enter the destinations in any order, but be sure to press [Set] after your entry with the numeric keys.

**NOTE**

- If you frequently send documents to the same group of recipients, you can group these numbers for group dialing. This will allow you to send documents to all recipients in the group at the press of one or a few keys (→ p. 7-6).

Follow this procedure to send the same document to several recipients:

**1 Load the document on the platen glass or ADF.**

- For details on how to load documents, see p. 2-2.

**2 Press [Fax].**

**3 Adjust any necessary settings for your document.**

- Press [Color] for color sending, or [B&W] for black & white sending (→ p. 8-3).
- Press [Image Quality] to select the fax resolution (→ p. 8-3).
- Press [Exposure] to select the scan contrast (→ p. 8-4).

**4 Enter the fax numbers you want to send to.**

- **One-touch speed dialing: Press the one-touch speed dialing key(s).**
- **Coded speed dialing: Press [Coded Dial], then use the numeric keys to enter the code(s).**
- **Regular dialing: Use the numeric keys to enter the fax number, then press [Set].**
  - You must enter the second fax number within five seconds of entering the first fax number. All subsequent fax numbers must be dialed within 10 seconds. If you wait longer than these times, the machine will automatically begin scanning the document for sending. If you prefer the machine not to do this, disable the <TIME OUT> setting (→ p. 13-4).
  - To review the numbers you have entered, use [◄] or [►].

**5 Press [Start].**

**If you are using the platen glass, you will be prompted when the page has been scanned. Load the next page (for a multipage document) and press [Start]. To start sending, press [Set].**

**To cancel sending:** Press [Stop/Reset] and follow the instructions in the LCD.

# ▶ Documents stored in memory

**NOTE**

- If there are no documents stored in memory, the machine will revert to standby mode when you select <MEMORY REFERENCE>.

## Printing a list of documents in memory

The machine can print a list of documents stored in memory showing the transaction number (TX/RX NO.), transaction mode, and time of each document. This will help you select a document in memory you wish to delete or print.

Follow this procedure to print a list of documents in memory:

**1 Press [Fax].**

**2 Press [Menu].**

**3 Use [◀] or [▶] to select <MEMORY REFERENCE>.**

**4 Press [Set] twice.**

**NOTE**

- You can also print this list from the <DOC. MEMORY LIST> setting in the <REPORTS/LISTS> menu (→ p. 13-6).

## Printing or deleting a document in memory

Follow this procedure to print or delete a document in memory:

**1 Press [Fax].**

**2 Press [Menu].**

**3 Use [◀] or [▶] to select <MEMORY REFERENCE>.**

**4 Press [Set].**

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

**5 Use [◀] or [▶] to select <PRINT DOCUMENT> or <DELETE DOCUMENT>.**

**6 Press [Set].**

Ex:

```
PRINT DOCUMENT
TX/RX NO.      5001
```

**7 Use [◀] or [▶] to select the transaction number (TX/RX NO.) of the document you want to print or delete.**

- If you are unsure of the transaction number, print the DOC. MEMORY LIST (→ *Printing a list of documents in memory*, above).
- To interpret the LCD message, see *Checking a document's details* on p. 8-9.

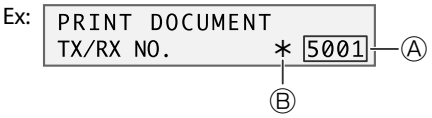
**8 Press [Set].**

**9** • **If deleting a document, press [✳].**
• **If printing a document, press [✳] to print the first page only, or [#] to print all pages of the document.**

**10** **To continue printing or deleting other documents in memory, repeat the procedure from step 7.**
**-or-**
**Press [Stop/Reset] to return to standby mode.**

## Checking a document's details

When you have to select a document in memory to be printed or deleted, you can check its details in the LCD as follows:




**Ⓐ Transaction number (TX/RX NO.)**
- A transaction number between 0001 and 4999 is a document to be sent.
- A transaction number between 5001 and 9999 is a received document.

**Ⓑ Marks before the transaction number**
- No mark indicates a black & white document.
- <✳> indicates a color document.
- <#> indicates a black & white document being sent or printed.
- <&> indicates a color document being sent or printed.

**Displaying details of the transaction**
Use [✳] or [#] to display the details (e.g. destination).

**NOTE**
- If you are unsure of the transaction number, print the DOC. MEMORY LIST (→ *Printing a list of documents in memory*, p. 8-8).

# ▶ Special dialing

## Dialing through a switchboard

A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your machine is connected through a PBX or other telephone switching system, you will need to dial the outside line access number first, and then the number of the party you are calling.

## Switching temporarily to tone dialing

Many information services for banks, airline reservations, hotel reservations, etc. require tone dialing for their services. If your machine is connected to a rotary pulse line, follow this procedure to set the machine temporarily for tone dialing:

**1** **Press [Fax].**

**2** **Press [Hook] or lift the handset if you have connected a telephone to your machine.**

**3** **Use the numeric keys to dial the number of the information service.**

**4** **When the recorded message of the information service answers, press [Tone] ([✳]) to switch to tone dialing.**

- If you pressed [Hook] in step 2, you can pick up the handset if you need to talk to the other party.

**5** **Use the numeric keys to enter the numbers requested by the information service.**

**6** **When you have finished, press [Hook] or hang up the handset.**

Chapter 9

Fax Model

# Receiving faxes

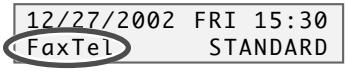
## ▶ Receiving methods

Before using your machine to receive faxes, you need to set the mode according to how you plan to use your machine.

- **For receiving both faxes and voice calls:** Select <FAX/TEL AUTO SW> (→ p. 9-2).
- **For receiving faxes only:** Select <FAX ONLY MODE> (→ p. 9-3).
- **If you have subscribed to a DRP (Distinctive Ring Pattern) service offered by some telephone companies:** Select <DRPD> (→ p. 9-5).
- **For receiving mainly voice calls and sometimes faxes:** Select <MANUAL MODE> (→ p. 9-4) or <FAX/TEL AUTO SW> (→ p. 9-2).
- **For receiving faxes and voice messages on an answering machine:** Select <ANS. MACHINE MODE> (→ p. 9-5).
- **For receiving faxes directly to your computer:** Refer to the *Software Guide*.

To check which receive mode is set, press [Fax]. The receive mode appears on the bottom left of the LCD.

Ex:




## ▶ Setting the receive mode

Follow this procedure to set the receive mode:

**1** **Press [Fax].**

**2** **Press [Menu].**

**3** **Press [Set].**

Ex:




**4** **Use [◀] or [▶] to select the receive mode:**

- For details on the different modes, see above.

**5** **Press [Set].**

# ▶ Receiving both faxes and voice calls automatically: FAX/TEL AUTO SW

● **Choose this mode if:**
- you only have one telephone line for both fax and telephone use.
- you want to receive faxes automatically as well as voice calls.

● **You will need to:**
- set <FAX/TEL AUTO SW> (→ p. 9-1).
- connect a telephone to your machine (→ *Setup Sheet*).

● **When you receive a fax call:** The machine will receive the fax automatically.

● **When you receive a voice call:** The machine will ring. Pick up the handset to answer the call.

## Customizing FAX/TEL AUTO SW

You can customize this mode to control precisely how your machine handles incoming calls. You can adjust the time the machine takes to check whether a call is a fax or voice call, the length of time the machine rings when it is a voice call, and the action the machine must take if no one answers a voice call.

Follow this procedure to customize <FAX/TEL AUTO SW>:

**1** **Make sure you have set <FAX/TEL AUTO SW> (→ p. 9-1).**

**2** **Press [Menu].**

**3** **Use [◀] or [▶] to select <USER DATA>.**

**4** **Press [Set].**

```
USER DATA
 1.TEL REGISTRATION
```

**5** **Use [◀] or [▶] to select <FAX SETTINGS>.**

**6** **Press [Set].**

```
FAX SETTINGS
 1.USER SETTINGS
```

**7** **Use [◀] or [▶] to select <RX SETTINGS>.**

**8** **Press [Set].**

```
RX SETTINGS
 1.ECM RX
```

**9** **Use [◀] or [▶] to select <FAX/TEL AUTO SW>.**

**10 Press [Set] twice.**

Ex:
```
RING START TIME
                8SEC
```

**11 Use [◄] or [►] to select the time the machine takes to check whether a call is a fax or voice call.**

**12 Press [Set] twice.**
```
F/T RING TIME
               15SEC
```

**13 Use [◄] or [►] to select the length of time the machine rings when the call is a voice call.**

**14 Press [Set] twice.**
```
DEFAULT ACTION
             RECEIVE
```

**15 Use [◄] or [►] to select whether the machine switches to receive mode or disconnects the call if no one answers a voice call after the specified time in step 13.**
- Select:
  – <RECEIVE> to switch to receive mode.
  – <DISCONNECT> to disconnect the call.

**16 Press [Set].**

**17 Press [Stop/Reset].**

# ▶ Receiving faxes automatically: FAX ONLY MODE

● **Choose this mode if:**
- you have a dedicated telephone line for fax use only.
- you only want to receive faxes automatically with your machine.

● **You will need to:**
- connect your machine to a dedicated telephone line (→ *Setup Sheet*).
- set <FAX ONLY MODE> (→ p. 9-1).

● **When you receive a fax call:** The machine will receive the fax automatically.

✎ **NOTE**
- The machine does not ring when it receives a fax call. If you want it to ring, connect a telephone to your machine and enable the <INCOMING RING> setting (→ p. 13-5). You can also select the number of rings before the machine answers (→ <RING COUNT>, p. 13-5).

● **When you receive a voice call:** The machine will answer as if it were a fax call. If no fax comes through, the machine will disconnect the call.

# ▶ Receiving faxes manually: MANUAL MODE

● **Choose this mode if:**
- you only have one telephone line for both fax and telephone use.
- you receive mainly voice calls and sometimes faxes.

● **You will need to:**
- set <MANUAL MODE> (→ p. 9-1).
- connect a telephone to your machine (→ *Setup Sheet*).

● **When you receive a fax call:** The machine will ring. Pick up the handset to answer the call and if it is a fax, manually activate your machine to receive the fax (→ below).

● **When you receive a voice call:** The machine will ring. Pick up the handset to answer the call.

## Receiving a fax manually

Follow this procedure to receive a fax manually:

**1** **Make sure you have set <MANUAL MODE> (→ p. 9-1).**

**2** **Make sure you have connected a telephone to your machine (→ *Setup Sheet*).**

**3** **When the telephone rings, pick up the handset.**

**4**
- **If you hear a person's voice:**
  **Start your conversation. If the caller wants to send a fax after talking to you, ask them to press the start key on their machine. When you hear a slow beep tone, press [Start] on your machine to begin receiving the fax. Hang up the handset.**
- **If you hear a slow beep tone or silence:**
  **Someone is trying to send you a fax. If your telephone is close to your machine, press [Start] on the machine to begin receiving the fax. Hang up the handset. If you are far from your machine, dial 25 (the remote receiving ID) on your telephone and hang up.**

✎ **NOTE**
- You can customize remote receiving by enabling/disabling it, or by changing the remote receiving ID (→ p. 13-5).
- If you have an answering machine connected to your machine that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the remote receiving ID. If so, make sure you change the machine's remote receiving ID to make it distinct from the answering machine's security code (→ <REMOTE RX ID>, p. 13-5).

# ▶ Receiving when an answering machine is connected: ANS.MACHINE MODE

● **Choose this mode if:**
- you only have one telephone line for both fax and telephone use.
- you want to receive faxes automatically and receive voice messages on your answering machine

● **You will need to:**
- set <ANS.MACHINE MODE> (→ p. 9-1).
- connect an answering machine to your machine (→ *Setup Sheet*).

● **When you receive a fax call:** The machine will receive the fax automatically.

● **When you receive a voice call:** The answering machine records any voice messages.

## Adjusting the answering machine

Adjust your answering machine as follows:
- Set the answering machine to answer on the first or second ring.
- The entire message should be no longer than 15 seconds.
- In the message, tell your callers how to send a fax.

# ▶ Receiving with a DRPD (Distinctive Ring Pattern Detection) service: DRPD

● **Choose this mode if:**
- you only have one telephone line for both fax and telephone use.
- you want to receive faxes automatically as well as voice calls.
- you have subscribed to a DRPD (Distinctive Ring Pattern Detection) service with your telephone company. This service assigns two or more telephone numbers with distinctive ring patterns to a single telephone line, allowing you to have both a fax number(s) and a telephone number(s) using only one telephone line. Your machine will automatically monitor incoming calls and based on the ring pattern, will let you know if the call is a fax or voice call. Contact your telephone company for more information on this service.

● **You will need to:**
- set <DRPD> (→ p. 9-1).
- connect a telephone to your machine (→ *Setup Sheet*).

● **When you receive a fax call:** The machine will ring according to the ring pattern you have chosen and receive the fax automatically.

● **When you receive a voice call:** The machine will ring according to the ring pattern you have chosen. Pick up the handset to answer the call.

## Setting the ring pattern

Your telephone company will assign a distinctive ring pattern to each number when you order the DRP service. Follow this procedure to set the fax ring pattern that matches the pattern assigned by the telephone company:

**1** **Make sure you have set <DRPD> (→ p. 9-1).**

**2** **Press [Menu].**

**3** **Use [◄] or [►] to select <USER DATA>.**

**4** **Press [Set].**

```
USER DATA
 1.TEL REGISTRATION
```

**5** **Use [◄] or [►] to select <FAX SETTINGS>.**

**6** **Press [Set].**

```
FAX SETTINGS
 1.USER SETTINGS
```

**7** **Use [◄] or [►] to select <RX SETTINGS>.**

**8** **Press [Set].**

```
RX SETTINGS
 1.ECM RX
```

**9** **Use [◄] or [►] to select <DRPD:SELECT FAX>.**

**10** **Press [Set].**

```
DRPD:SELECT FAX
        DOUBLE RING
```

**11** **Use [◄] or [►] to select the ring pattern that your telephone company assigned to your fax number.**

- Select from the following:
  - <DOUBLE RING>
  - <SHORT-SHORT-LONG>
  - <SHORT-LONG-SHORT>
  - <OTHER RING TYPE>
  - <NORMAL RING>

**12** **Press [Set].**

**13** **Press [Stop/Reset].**

# ▶ Receiving faxes to the MultiPASS Suite

When your computer is on, you can set the MultiPASS Suite to automatically upload incoming faxes from the machine to your computer. For details, see the *Software Guide*.

## When your computer is off

If you have set the MultiPASS Suite to upload received faxes from the machine to your computer, but your computer is off, the machine stores the received faxes in its memory. When you turn on your computer, the faxes will automatically be uploaded to your computer.

If you want to print a fax stored in memory instead of uploading it to your computer, follow this procedure:

**1** **Press [Fax].**

**2** **Press [Menu].**

**3** **Use [◄] or [►] to select <MEMORY REFERENCE>.**

**4** **Press [Set].**

- If there are no documents in memory, the machine will revert to standby mode when you press [Set].

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

**5** **Use [◄] or [►] to select <FILE PRINT>.**

**6** **Press [Set].**

Ex:
```
PRINT DOCUMENT
TX/RX NO.      5001
```

**NOTE**

- The faxes you print are erased from memory and will no longer be uploaded to your computer.

# ▶ Canceling receiving

Press [Stop/Reset] and follow any instructions in the LCD.

Chapter

# 10

Fax Model

# Reports and lists

## ▶ Summary of reports and lists

The table below shows the reports and lists that can be printed from your machine. Refer to the pages indicated for more details.

| Report or List | Description | Details |
|---|---|---|
| USER'S DATA LIST | Lists the current settings of your machine and the registered sender information. | p. 10-5 |
| ACTIVITY REPORT | Shows recent facsimile transactions performed by your machine. You can enable or disable automatic printing of this report after every 20 transactions. You can also manually set the machine to print it. | p. 10-2 |
| TX (Transmission) REPORT | Prints after transmission of a document.<br>You can enable or disable this feature, or set the machine to print a report only when an error occurs.<br>You can also set the machine to print the first page of the document under the transmission report to remind you of the contents of the document. | p. 10-3 |
| RX (Reception) REPORT | Prints after reception of a document.<br>You can enable or disable this feature, or set the machine to print a report only when an error occurs. | p. 10-4 |
| MULTI TX/RX (Transaction) REPORT | Prints after sequential broadcasting of a document. | |
| DOC. MEMORY LIST | Lists the documents currently stored in the machine's memory. | p. 8-8 |
| MEMORY CLEAR REPORT | Prints automatically when power is restored to the machine after a power failure. Lists the documents deleted from memory. | p. 12-14 |
| 1-TOUCH SPD DIAL LIST | Lists the numbers and names registered for one-touch speed dialing. | p. 7-9 |
| CODED SPEED DIAL LIST | Lists the numbers and names registered for coded speed dialing. | p. 7-9 |
| GROUP DIAL LIST | Lists groups registered for group dialing. | p. 7-9 |

# ▶ ACTIVITY REPORT

## Printing the ACTIVITY REPORT

The machine is factory-set to print an ACTIVITY REPORT after every 20 transactions. If you want to print an ACTIVITY REPORT before it is automatically printed, follow this procedure:

**1** **Press [Fax].**

**2** **Press [Menu].**

**3** **Use [◄] or [►] to select <REPORTS/LISTS>.**

**4** **Press [Set] twice.**

## Adjusting the ACTIVITY REPORT setting

If you do not want the machine to automatically print an ACTIVITY REPORT after every 20 transactions, disable the <ACTIVITY REPORT> setting.

Follow this procedure to adjust this setting:

**1** **Press [Menu].**

**2** **Use [◄] or [►] to select <USER DATA>.**

**3** **Press [Set].**

```
USER DATA
 1.TEL REGISTRATION
```

**4** **Use [◄] or [►] to select <FAX SETTINGS>.**

**5** **Press [Set].**

```
FAX SETTINGS
 1.USER SETTINGS
```

**6** **Use [◄] or [►] to select <REPORT SETTINGS>.**

**7** **Press [Set].**

```
REPORT SETTINGS
 1.TX REPORT
```

**8** **Use [◄] or [►] to select <ACTIVITY REPORT>.**

**9** **Press [Set].**

Ex:
```
ACTIVITY REPORT
       AUTO PRINT ON
```

**10** **Use [◄] or [►] to select the setting you want.**

- Select:
  - <AUTO PRINT ON> to turn on automatic printing of the ACTIVITY REPORT.
  - <AUTO PRINT OFF> to turn of automatic printing of the ACTIVITY REPORT.

**11** **Press [Set].**

**12** **Press [Stop/Reset].**

# ▶ Adjusting the TX REPORT setting

Your machine can print a TX (transmission) report after sending a document. You can set it to print every time it sends a document, or only when an error occurs. Alternatively, you can disable printing of a report.

Follow this procedure to adjust this setting:

**1 Press [Menu].**

**2 Use [◀] or [▶] to select <USER DATA>.**

**3 Press [Set].**

```
USER DATA
 1.TEL REGISTRATION
```

**4 Use [◀] or [▶] to select <FAX SETTINGS>.**

**5 Press [Set].**

```
FAX SETTINGS
 1.USER SETTINGS
```

**6 Use [◀] or [▶] to select <REPORT SETTINGS>.**

**7 Press [Set] twice.**

Ex:
```
TX REPORT
    PRINT ERROR ONLY
```

**8 Use [◀] or [▶] to select the setting you want.**

- Select:
  - <PRINT ERROR ONLY> to print a report only when a transmission error occurs.
  - <OUTPUT YES> to print a report every time you send a document.
  - <OUTPUT NO> to disable printing of a report.

**● If you selected <OUTPUT NO> in step 8:**

**9 Press [Set].**

**10 Press [Stop/Reset].**

**● If you selected <PRINT ERROR ONLY> or <OUTPUT YES> in step 8:**

**9 Press [Set].**

**10 Use [◀] or [▶] to select if you want the first page of your fax to be printed under the report (valid for black & white faxes only).**

- Select:
  - <ON> to print the first page of the fax under the report.
  - <OFF> not to print the first page of the fax under the report.

**11 Press [Set].**

**12 Press [Stop/Reset].**

# ▶ Adjusting the RX REPORT setting

Your machine can print an RX (reception) report after receiving a document. You can set it to print every time it receives a document, or only when an error occurs. Alternatively, you can disable printing of a report.

Follow this procedure to adjust this setting:

**1** **Press [Menu].**

**2** **Use [◀] or [▶] to select <USER DATA>.**

**3** **Press [Set].**

```
USER DATA
 1.TEL REGISTRATION
```

**4** **Use [◀] or [▶] to select <FAX SETTINGS>.**

**5** **Press [Set].**

```
FAX SETTINGS
 1.USER SETTINGS
```

**6** **Use [◀] or [▶] to select <REPORT SETTINGS>.**

**7** **Press [Set].**

Ex:
```
REPORT SETTINGS
 1.TX REPORT
```

**8** **Use [◀] or [▶] to select <RX REPORT>.**

**9** **Press [Set].**

Ex:
```
RX REPORT
           OUTPUT NO
```

**10** **Use [◀] or [▶] to select the setting you want.**

- Select:
  - <OUTPUT NO> to disable printing of a report.
  - <PRINT ERROR ONLY> to print a report only when a reception error occurs.
  - <OUTPUT YES> to print a report every time you receive a document.

**11** **Press [Set].**

**12** **Press [Stop/Reset].**

# ▶ Printing the USER'S DATA LIST

The USER'S DATA LIST allows you to check the current settings of your machine as well as the registered sender information (→ p. 6-2).

Follow this procedure to print the USER'S DATA LIST:

**1** **Press [Fax].**

**2** **Press [Menu].**

**3** **Use [◄] or [►] to select <REPORTS/LISTS>.**

**4** **Press [Set].**

```
REPORTS/LISTS
 1.ACTIVITY REPORT
```

**5** **Use [◄] or [►] to select <USER DATA LIST>.**

**6** **Press [Set].**

Chapter

# 11 Maintenance

## ▶ Cleaning your machine

This section describes the necessary cleaning procedures for your machine.

**⚠ CAUTION**

- **Be sure to turn off the power and disconnect the power cord before cleaning the machine.**
- **Fax Model Print any documents stored in memory before disconnecting the power cord, since documents in memory are erased when the power is disconnected (→ p. 8-8).**
- **Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges. Use a soft cloth to avoid scratching the components.**
- **Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the interior of the machine; these can damage the machine's components.**

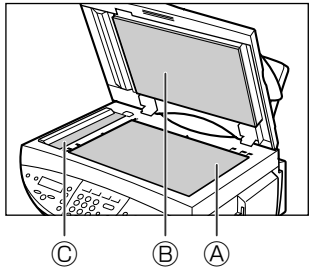
### Cleaning the exterior

Wipe the machine's exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing liquid.

### Cleaning the interior

#### Cleaning the scanning area

Wipe the platen glass Ⓐ, white area Ⓑ, and Fax Model transparent sheet Ⓒ with a clean, soft, lint-free cloth moistened with water, then wipe with a clean, soft, dry, lint-free cloth.



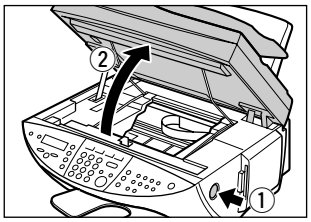

#### Cleaning inside the scanning unit

To prevent ink spots and paper dust from accumulating inside the machine and affecting print quality, clean the machine's print area periodically.

Follow this procedure to clean inside the scanning unit:

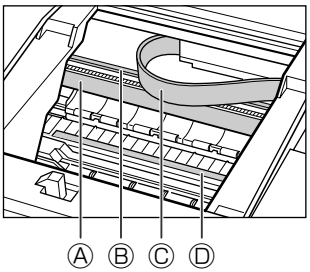
**1 Turn off the power and disconnect the power cord from the wall outlet.**

**2** **Press [Open] ① and lift up the scanning unit ②.**

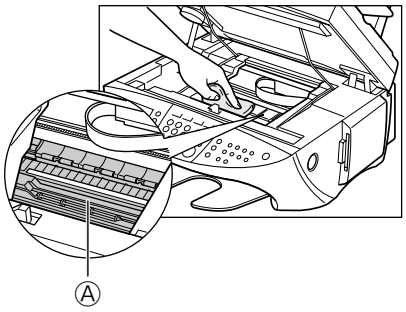



**⚠ CAUTION**

- **Do not touch the round shaft Ⓐ, transparent film Ⓑ, film cable Ⓒ, ink absorber (sponge part) Ⓓ, or any metal parts.**




**3** **Use a dry cloth to wipe away any stray drops of ink, scraps of paper, and dust, especially from the black panel Ⓐ.**



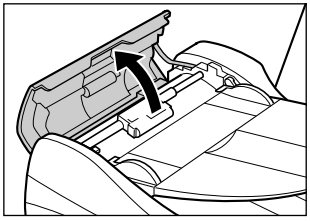

**4** **Close the scanning unit until it locks into place.**

**5** **Reconnect the power cord and turn on the power.**

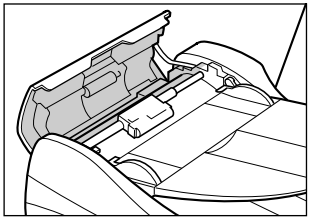
## Fax Model Cleaning the ADF area

**1** **Turn off the power and disconnect the power cord from the wall outlet.**

**2** **Open the feeder cover.**



**3** **Use a clean, soft, dry, lint-free cloth to wipe up paper dust from the shaded area.**



**4** **When you are finished, close the feeder cover until it clicks.**

**5** **Reconnect the power cord and turn on the power.**

## Cleaning the roller

Clean the roller when envelopes do not feed correctly.

For best results, first clean the roller three times without loading any paper. Then load letter- or A4-size plain paper in the multi-purpose tray and perform roller cleaning a further three times.

Follow this procedure to perform roller cleaning:

**1** **Press [Menu].**

**2** **Use [◄] or [►] to select <MAINTENANCE>.**

**3** **Press [Set].**

```
MAINTENANCE
 1.NOZZLE CHECK
```

**4** **Use [◄] or [►] to select <ROLLER CLEANING>.**

**5** **Press [Set].**

# ▶ Replacing ink tanks

## When to replace an ink tank

If one of the following messages appears in the LCD, replace the necessary ink tank(s) as described on p. 10-4:

<C INK EMPTY> . . . . . Cyan ink tank empty
<M INK EMPTY>. . . . . Magenta ink tank empty
<Y INK EMPTY> . . . . . Yellow ink tank empty
<K INK EMPTY> . . . . . Black ink tank empty

If more than one ink tank is empty, several letters may appear (e.g. <C Y INK EMPTY>).

If no message appears, but print quality is below standard, refer to the flow chart to determine the problem (→ p. 11-6).

## Guidelines

**⚠ CAUTION**

- **Keep the printhead and ink tanks out of the reach of children. If a child inadvertently ingests ink, consult a physician immediately.**
- Ink tanks compatible with the machine are as follows:
  – Black ink tank (BCI-3eBK) – Cyan ink tank (BCI-3eC)
  – Magenta ink tank (BCI-3eM) – Yellow ink tank (BCI-3eY)
- To maintain the best possible print quality, it is recommended that ink tanks manufactured by Canon be used. Refilling ink tanks is not recommended.
- Replacement ink tanks should be new. If you install partially used ink tanks, the nozzles may block and the warning about ink replacement may not be accurate.
- For best ink quality, use ink tanks within one year of purchase. After placing ink tanks in the machine, use the ink tanks within six months.
- Do not open the ink tank packaging until ready to install.
- Do not touch printed paper with wet hands or spill liquids on it as the ink may run.
- Replace ink tanks quickly. Once installed, do not remove from the machine and leave out in the open. Doing so may cause the ink tank not to function when reinstalled in the machine.

**✎ NOTE**

- Damage caused by using refilled ink tanks is not covered by Canon's warranty. To ensure optimum printing results and to avoid printing problems, Canon recommends using original Canon ink tanks only.

## Replacing an ink tank

This section describes how to replace an ink tank. Before replacing an ink tank, be sure to read the section *When to replace an ink tank* (→ above).

**⚠ CAUTION**

- **Do not replace ink tanks while the machine is printing or performing another operation.**

Follow this procedure to replace an ink tank:

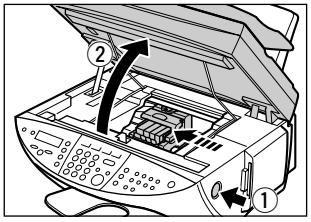
**1 Make sure the power is turned on.**

**2** **Press [Open] ① and lift up the scanning unit ②.**

- The printhead holder automatically moves to the center of the machine.

**⚠ CAUTION**

- **Do not try to manually move or stop the printhead holder.**
- **Do not touch any metal parts.**



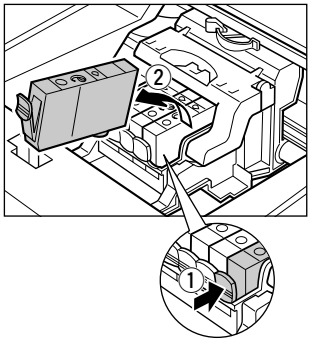

**3** **Press on the tab to release the empty ink tank ①, then remove it from its slot ②.**

**⚠ CAUTION**

- **Do not remove the printhead from the machine.**
- **If several ink tanks need replacing, remove and replace each one individually.**

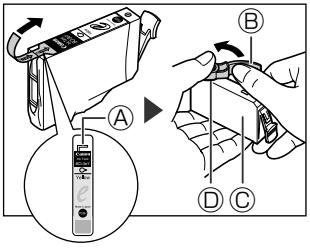
**IMPORTANT**

- **Discard the empty ink tank immediately according to local laws and regulations for disposal of consumables.**
- **Handle ink tanks carefully to avoid staining clothing or the surrounding area.**



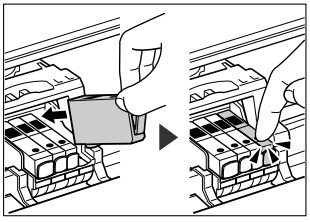

**4** **Pull the orange tape in the direction of the arrow and remove the plastic wrapper so you can see the air hole Ⓐ. Hold the ink tank as shown and remove the protective cap Ⓑ.**

- To avoid spilling ink, never press on the long sides of the ink tank Ⓒ.
- Once you remove the cap Ⓑ, do not touch the ink port Ⓓ.




**5** **Insert the ink tank into the empty slot on the printhead. Press down gently on the ink tank until an audible click is heard.**

- Make sure the ink tank is the correct color for the slot.



**6** **Close the scanning unit until it locks into place.**

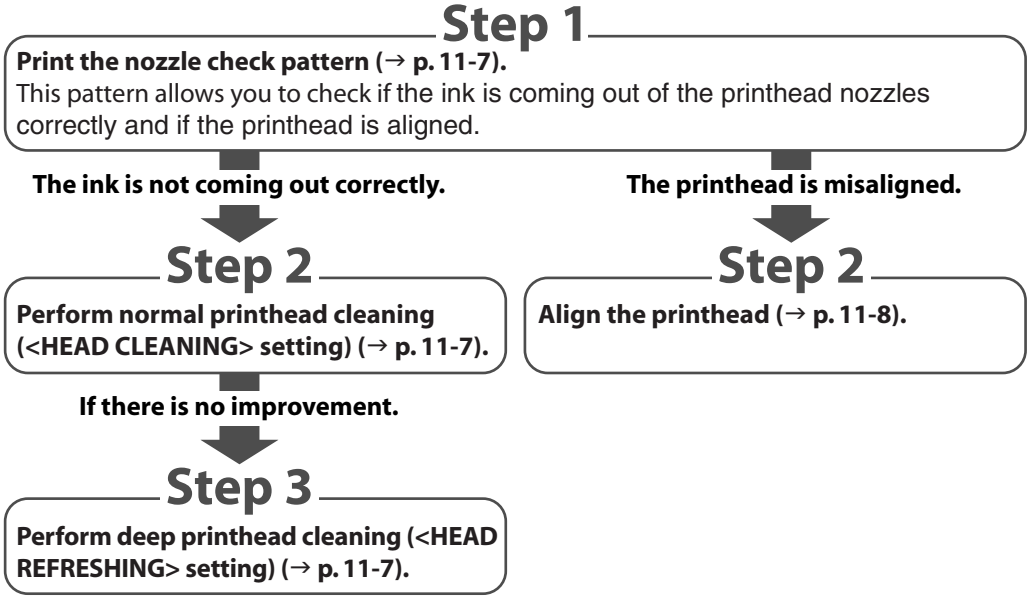
# ▶ Maintaining the printhead

After you have printed the nozzle check pattern and checked the state of the nozzle, clean the printhead and align it.

**NOTE**

- Before doing the following, open the scanning unit, press "PUSH" on the ink tanks and check that they are securely inserted. Check how much ink is left and if there is none, replace the ink tank (→ p. 11-4).

## Flowchart of printhead maintenance




**NOTE**

- **If the problem is still not solved**
  If you have followed steps 1 to 3 above and there is no improvement, the printhead may be damaged. Contact the Canon Customer Care Center.

## Printing the nozzle check pattern

The nozzle check pattern shows if each printhead nozzle is operating properly.

**NOTE**

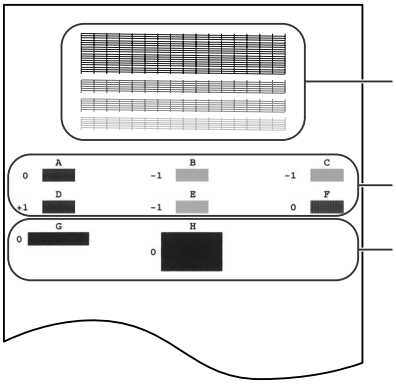
- You can also print the nozzle check pattern from your computer (→ *Software Guide*).

Follow this procedure to print the nozzle check pattern from the machine:

**1 Press [Menu].**

**2 Use [◄] or [►] to select <MAINTENANCE>.**

**3 Press [Set] twice.**




**Nozzle check pattern**
If the pattern is broken, missing, or a specific color is not printed, see *Cleaning the printhead*, below.

**Printhead position**
If the pattern is not uniform, align the printhead (→ p. 11-8).

If lateral lines are visible, align the printhead (→ p. 11-8).

## Cleaning the printhead

If the printed nozzle check pattern is broken, missing, or a specific color is not printed, clean the printhead.

**NOTE**

- Cleaning the printhead consumes a small amount of ink. Cleaning too often reduces the amount of ink in the ink tanks.
- You can also clean the printhead from your computer (→ *Software Guide*).

Follow this procedure to clean the printhead from the machine:

**1 Press [Menu].**

**2 Use [◄] or [►] to select <MAINTENANCE>.**

**3 Press [Set].**

```
MAINTENANCE
 1.NOZZLE CHECK
```

**4 Use [◄] or [►] to select the cleaning setting you want.**

- Select:
  - <HEAD CLEANING> for normal printhead cleaning.
  - <HEAD REFRESHING> for deep printhead cleaning.
- For details on which to select, see p. 11-6.

**5 Press [Set].**

# Aligning the printhead

To align the printhead after you have just installed it, follow the procedure in the *Setup Sheet*.

If you have printed the nozzle check pattern (→ p. 11-7) and determined that the printhead needs aligning, align it from the operation panel (see below) or from the MultiPASS Suite software (→ *Software Guide*).

Follow this procedure to align the printhead from the operation panel:

**1** **Press [Menu].**

**2** **Use [◄] or [►] to select <MAINTENANCE>.**

**3** **Press [Set].**

```
MAINTENANCE
 1.NOZZLE CHECK
```

**4** **Use [◄] or [►] to select <ALIGN PRINT HEAD>.**

**5** **Press [Set].**

- The machine prints a horizontal line pattern.

```
CHANGE H VALUE
      A   0
```

**6** **In column A on the printout, note which box has the most solid image. Note the value next to this box and use [◄] or [►] to enter it.**




**7** **Press [Set].**

**8** **Repeat steps 6 and 7 for columns B to F.**
**When all values have been entered, the LCD displays the following:**

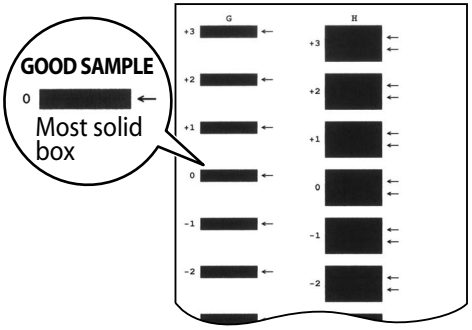
```
PRINT VERT.PATTERN?
YES=(*)   NO= (#)
```

**9** **Press [*].**

**10** **When values for all columns have been entered, the machine will print a vertical line pattern.**

**11** **In column G on the printout, note which box has the most solid image. Note the value next to this box and use [◄] or [►] to enter it.**

```
CHANGE V VALUE
      G   0
```




**12** **Press [Set].**

**13** **Repeat steps 11 and 12 for column H.**

Chapter

# 12 Troubleshooting

## ▶ Problems installing and removing software

**See below if you were unable to install or remove the software.**

### ● Cannot install the software.

1. **Have you followed the instructions in the Setup Sheet to install the software?**
   If you have not followed the installation procedure correctly, try reinstalling the software. If there was an error during installation and installation was not completed, restart your computer and try installing again.
2. **Are any other applications open?**
   If you have other applications open, quit all of these and try installing again.
3. **Have you installed an earlier version of the MultiPASS Suite software (version 4.1 or earlier)? (Is Canon MultiPASS registered as the startup item in the Start menu program?)**
   Remove the old version of the MultiPASS Suite software following the instructions in the Software Guide of that version and try installing again.

### ● During installation, you were prompted to connect a USB cable, and you could not proceed further.

Remove the device from the Device Manager as follows:

1. In the dialog box prompting you to connect a USB cable, click [No] and exit installation of the MultiPASS Suite.
2. On the Windows desktop, click [Start], point to [Settings], then click [Control Panel]. (Windows XP: On the Windows desktop, click [Start], then [Control Panel].)
3. In the Control Panel window, double-click [System]. (Windows XP: Click [Performance and Maintenance], then [System].)
4. On the Device Manager tab (Windows 2000/XP: On the Hardware tab, click [Device Manager]), under Other Devices, click [MultiPASS F80] or [MultiPASS F60], then press the [Delete] key.
   If you follow this procedure and are unable to remove the device, repeat the procedure.
5. Remove the USB cable from the port.
6. Install the MultiPASS Suite following the instructions in the *Setup Sheet*.

### ● Installation or removal of the MultiPASS Suite cannot be completed.

1. **On the Windows desktop, double-click [My Computer], then double-click the CD-ROM icon. In the MultiPASS folder, in Setup, click [FrcInst] or [FrcInst.exe].**
2. **Install the MultiPASS Suite following the instructions in the *Setup Sheet*.**

● **Cannot use the MultiPASS Suite software after upgrading to Windows XP.**

If the MultiPASS Suite was installed in Windows 98/2000/Me and you upgraded to Windows XP without removing the MultiPASS Suite, the machine may not being recognized.

Follow this procedure in Windows XP to remove the device from the Device Manager, remove the MultiPASS Suite and then reinstall it:

1. On the Windows desktop, click [Start], then [Control Panel].
2. In the Control Panel window,click [Performance and Maintenance], then [System].
3. On the Hardware tab, click [Device Manager]. Under Other Devices, click [MultiPASS F80] or [MultiPASS F60], then press the [Delete] key.
   If you follow this procedure and are unable to remove the device, repeat the procedure.
4. Remove the MultiPASS Suite (→ *Software Guide*).
5. Restart your computer.
6. Reinstall the MultiPASS Suite (→ *Setup Sheet*).

## ▶ Problems turning on the computer (when the MultiPASS Suite opens)

**When you install the MultiPASS Suite and you turn on your computer, the MultiPASS Toolbar is set to open.**
**See below if you have problems executing a job.**

● **The message <Unable to communicate with the device> appears on your computer.**

The MultiPASS Suite operates after checking that there is a USB cable connecting the machine and the computer.

This message appears and the MultiPASS Suite will not open if there is no USB cable connected or the machine is not turned on.

1. **Is there anything displayed in the LCD?**
   If nothing is displayed, see p. 12-14.
2. **Is the USB cable connecting the computer to the machine?**
   The USB cable may have become disconnected when the MultiPASS Suite was running. If it has, connect the cable.
3. **Is another printer connected to the USB port?**
   You might have connected a different printer to the USB port allocated to the machine when the MultiPASS Suite was running. Reconnect the machine to the USB port.
4. **Replace the USB cable with another USB cable.**
   The USB cable may be too long or defective. Replace it with another USB cable that complies with the requirements (→ *Setup Sheet*).
5. **The machine has been configured to use a port on the computer which does not exist or which is malfunctioning.**
   Disconnect the USB cable. Reconfigure the port, then reconnect the USB cable.
6. **Did you disconnect then reconnect the USB cable during standby?**
   Reconnect the USB cable.

# ▶ Problems printing from your computer

**See below if you have tried unsuccessfully to print from your computer, or if you cannot print images scanned or faxed to your computer.**
**The ⓟ mark indicates problems that also occurs when printing copies or received faxes on your machine.**

## ● Cannot print at all.

1. **Is there anything displayed in the LCD?**
   If nothing is displayed, see p. 12-14.
2. **Is the Alarm light blinking?**
   If it is blinking, see p. 12-17.
3. **Is there a warning or attention displayed in the Status Monitor?**
   If displayed, see p. 12-22.

ⓟ **4. Print the nozzle check pattern (→ *Maintaining the printhead*, p. 11-6).**

5. **Are you trying to print in DOS?**
   You can only print in Windows and not in DOS.
6. **Is there an application error or General Protection Fault error displayed on the computer?**
   **Is the application you are using to print with compatible with the operating system?**
   Refer to the application's documentation. If the application is not compatible, generally you will be unable to print.
   **Has the application been allocated enough memory?**
   If other applications are open, close them to increase the available memory.
   Refer to the application's documentation to check the amount of memory the application requires.
   **If a problem occurs when printing a specific document**
   Try printing again after opening and editing the document.
7. **Does the hard disk have enough available space?**
   If not, delete files you do not need to increase the available disk space.
8. **Restart the computer.**
9. **There may be a problem with the printer driver.**
   Remove the MultiPASS Suite software and try installing again.
   To remove the MultiPASS Suite, see the *Software Guide*. To install, see the *Setup Sheet*.

## ● Cannot print to a shared printer.

1. **Is the server (the computer to which the machine is connected) turned on?**
   Turn the server on.
2. **Is the server set up for printer sharing?**
   Set up the server for printer sharing (→ *Software Guide*).
3. **Is the server set up to allow your system access to the shared printer?**
   Set up the server to allow your system access to the shared printer.

## ● Printing stops in the middle.

ⓟ **1. Has the machine been printing continuously over a long period?**
   If so, the printhead will overheat. To protect the printhead, printing will stop temporarily and resume after a period of time. Interrupt printing when appropriate, turn off the machine and wait 15 minutes.

   **⚠ CAUTION**

   - **The area around the printhead may become extremely hot. Do not under any circumstances touch it.**

**2. Are you printing large files such as photographs or illustrations?**
If you are printing large files, it will take time to process the data and printing will appear to have stopped. Wait until data is processed.

## ● Paper does not feed properly.

**1. Is the paper the correct weight?**
Use 17–28 lb. (64–105 g/m$^2$) paper.

**2. Does the paper stack exceed the paper limit mark (◀) or exceed the capacity of the multi-purpose tray?**
If so, reduce the amount of paper.

**3. Has the paper been loaded correctly?**
Check that the paper has been loaded correctly and that the paper guide is properly adjusted (→ p. 3-7).

**4. Is the paper creased or curled?**
You cannot use paper that is creased. Uncurl curled paper.

**5. Clean the roller (→ p. 11-3).**

**6. Is there some foreign matter in the multi-purpose tray?**
Check and remove any foreign matter.

## ● Paper curls.

**1. Remove the printed page after 30 to 60 seconds.**
The paper may curl if you use thin paper and print images that use a large quantity of ink such as photographs or pictures.
Leave the printed page in the paper output tray for 30 to 60 seconds and remove when the ink has dried.

**2. Is intensity set too high?**
The paper may curl or rub if intensity is set too high in the printer driver. In the Properties dialog box, on the Main tab, click [Manual] in Color Adjustment, then click [Set]. In the Manual Color Adjustment dialog box, reduce the intensity with the Intensity slider.

**3. Are you using thin paper?**
The paper may curl if you use thin paper and print images that use a large quantity of ink such as photographs or pictures with intense colors. Use thicker paper such as high resolution paper or photo paper.

**4. Was the paper already curled before loading?**
Uncurl the paper and reload.

## ● Meaningless characters and symbols are printing.

**1. If this problem only occurs when printing a specific document**
Open and edit the document and try printing again. If this does not work, there may be a problem with the application. Contact the application's manufacturer.

## ● White streaks appear on the printout.

**1. Print the nozzle check pattern (→ *Maintaining the printhead*, p. 11-6).**

**2. Are you printing on coated paper?**
In the Properties dialog box, on the Main tab, click [High] in Print Quality.

## ● Printout is rubbed or stained.

**1. Is the paper thickness lever set correctly?**
When you print documents that contain large quantities of ink such as documents with a lot of detail, the paper may curl and rub. Move the paper thickness lever to the right (→ p. 3-5).

**2. Does the paper stack exceed the paper limit mark (◀) or exceed the capacity of the multi-purpose tray?**
If so, reduce the amount of paper.

3. **Are you printing outside the printable area?**
   Change the margin settings in the application to keep the document within the recommended printable area.
4. **Is intensity set too high?**
   The paper may curl or rub if intensity is set too high in the printer driver. In the Properties dialog box, on the Main tab, click [Manual] in Color Adjustment, then click [Set]. In the Manual Color Adjustment dialog box, reduce the intensity with the Intensity slider.

**P** 5. **Are you using recommended print media?**
   For recommended print media, see p. 3-1.

**P** 6. **Clean the machine's interior.**
   If the machine's interior is dirty with ink or there is a build-up of paper dust, your printout may contain ink stains. Clean the machine (→ p. 11-1).

**P** 7. **Are you printing on the wrong side of the paper?**
   Some papers have a "right" side for printing. Turn the paper over and try printing again. There are also types of paper such as Photo Paper Pro that can only be printed on one side.

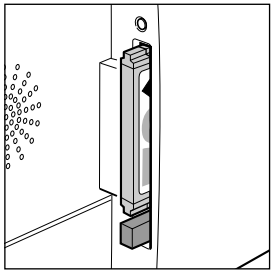
**P** 8. **Borderless printing**
   Check the print media.
   For borderless printing, the quality of the printout at the top and bottom edges of the paper may deteriorate or the printout may be stained. If the printout is dirty even on recommended print media, move the paper thickness lever to the right (→ p. 3-5).

# ▶ Problems using a memory card

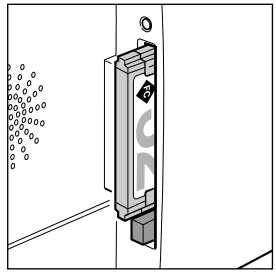
**See the information below if the memory card is not recognized when inserted into the card slot, or the image data is not being read.**

## ● Memory card is not recognized.

1. **Is the memory card securely inserted into the card slot?**
   When securely inserted, a PCMCIA-compatible memory card will click into position and protrude a maximum of 0.3 inches (7 mm) from the slot.



Correct



Incorrect

2. **The memory card is not recognized although it is inserted securely into the card slot.**
   Remove and reinsert the memory card as explained on p. 4-2.
3. **Are there any images on the memory card?**
   Check if there is any image data on the memory card using your digital camera or computer.
4. **Is the image data valid?**
   If standby mode is displayed in photo print mode, there are valid images on the memory card. If a message is displayed, see p. 12-18.

- **"?" is printed in the index.**

  Yellow "?": The photograph data does not comply with the DCF standard, there is no thumbnail photograph recorded, or the photograph is not in JPEG format.
  Check the photograph in your digital camera or computer. If you cannot print the photograph from the machine, print it from your computer.
  Red "?": The photograph data is too large for the machine.
  Print the photograph from your computer.

- **You have followed the procedures above and the memory card is still not recognized.**

  **1. Try again with another memory card.**

  1. Try with another memory card and if you do not experience a problem, the first memory card may be damaged. In this case, reformat the memory card with the digital camera.
     When you reformat the memory card with the digital camera, all the data on the memory card will be deleted. If you can read image data on the computer, reformat the memory card after you have backed up the image data.
  2. If you still have a problem with another memory card, the PC card adapter may be defective, or the card is having difficulties operating with the machine. Try again with a recommended memory card and PC card adapter.

- **Cannot write to the memory card (write protect error displayed in Windows).**

  **1. Is the machine in photo print mode and card protection set to <ON>?**
  Windows 98/ME: Switch to a different mode and set the <CARD PROTECT> setting to <OFF> (→ p. 13-5). Then disconnect and reconnect the USB cable.
  Windows XP: Switch to a different mode and set the <CARD PROTECT> setting to <OFF> (→ p. 13-5). If necessary, disconnect then reconnect the USB cable

  **2. If a delayed write failed error is displayed in Windows 2000**
  This error appears if you do not disconnect then reconnect the USB cable after setting <CARD PROTECT> to <ON> or switching to photo print mode. Disconnect then reconnect the USB cable after setting <CARD PROTECT> to <ON> or switching to photo print mode.

  **⚠ CAUTION**

  - **In Windows 2000, when you move from the hard disk to the memory card, writing will fail and the original file may be lost.**

  **3. If you have connected in Windows XP**
  The date and time of access is written in the Windows XP preview and if <CARD PROTECT> is set to <ON> or photo print mode is selected, a write protect error may be displayed. Disconnect then reconnect the USB cable.

- **Removable disk does not appear in Windows Explorer.**

  This behavior can occur if you map a network drive to the next available drive letter after the local volumes and CD-ROM drives have been assigned drive letters. Do the following if you experience this problem:

  1. Assign the network drive to any other drive letters.
  2. Restart your computer.

# ▶ Copying problems

**See below if you are having problems copying.**
**For printing-related problems, see the items marked with Ⓟ in *Problems printing from your computer*, p. 12-3.**

## ● Cannot make a copy (the document or paper will not feed into the machine).

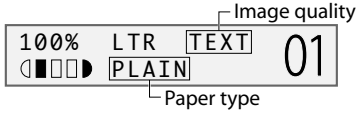
1. **Is there anything displayed in the LCD?**
   If nothing is displayed, see p. 12-14.
2. **Is the Alarm light blinking?**
   If it is blinking, see p. 12-17.
3. **Is the document loaded correctly?**
   Check that the document is loaded correctly on the platen glass or Fax Model ADF (→ p. 2-2).
4. **See *Paper does not feed properly* on p. 12-4.**
5. **Print the nozzle check pattern (→ *Maintaining the printhead*, p. 11-6).**

## ● Paper comes out but there is nothing copied on it.

1. **Is the document loaded the right way up?**
   If placing the document on the platen glass, the side to be copied should be face down. Fax Model If placing the document in the ADF, the side to be copied should be face up.
2. **Print the nozzle check pattern (→ *Maintaining the printhead*, p. 11-6).**

## ● Copy quality is poor.

1. **Clean the platen glass and document cover (→ p. 11-1).**
2. **Does the LCD show the correct type of print media loaded?**
   If not, set the print media type (→ p. 3-6).
3. **Is the image quality displayed in the LCD suitable for the document?**
   If not, set an image quality suitable for the document (→ p. 5-2).



# ▶ Problems scanning to a computer

**See below if you have problems scanning a document to your computer from the machine.**

## ● Cannot scan a document.

1. **Is there anything displayed in the LCD?**
   If nothing is displayed, see p. 12-14.
2. **Is the Alarm light blinking?**
   If it is blinking, see p. 12-17.
3. **Is there a warning or attention displayed in the Status Monitor?**
   If displayed, see p.12-22.
4. **Is the document loaded correctly?**
   Check that the document is loaded correctly on the platen glass or Fax Model ADF (→ p. 2-2).
5. **Restart the computer.**
6. **If using a USB hub or repeater, try connecting the USB cable directly to the computer.**
   If you can scan when the USB cable is connected directly to the computer, the USB hub or repeater may be defective. Replace them.
7. Fax Model **Is the paper feed method set correctly in the MultiPASS Toolbar settings?**
   Choose between loading the document on the platen glass or ADF.
8. **After installing the MultiPASS Suite, did you install a TWAIN-compatible application?**
   If this is the case, the TWAIN system file is replaced with something inappropriate and you will be unable to scan images. If this happens, reinstall the MultiPASS Suite.
9. **Is the machine recognized in the Scanners and Cameras Windows Control Panel (Windows XP only)?**
   Follow this procedure to check if Canon MultiPASS is in Scanners and Cameras.
   1. On the Windows desktop, click [Start], then [Control Panel].
   2. In the Control Panel window, click [Printers and Other Hardware], then [Scanners and Cameras].
   3. If [Canon MultiPASS F80 scanner] or [Canon MultiPASS F60 scanner] is present, the machine is recognized. If not, remove the MultiPASS Suite and reinstall.

## ● Computer has hung up or frozen.

1. **Quit other open applications and try again.**
   Memory may be insufficient. Quit other open applications and try again.
2. **Does the hard disk have enough available space?**
   Check that hard disk has enough available space, in particular when scanning large documents at a high resolution. For example, a letter-size document scanned at 600 dpi, full color requires a minimum of 300 MB of space.
3. **If an error occurs when scanning an image in Photoshop**
   Change the allocated memory. On the Edit menu, point to [References], then click [Memory & Image Cache]. Change the Physical Memory Usage to 10% or 20%.
4. **Remove the MultiPASS Suite software and reinstall.**

## ● When you click a button on the Toolbar, another application opens. When you click a button on the Toolbar, you want another application to open.

1. **Set the application you want to open in Link To in the Toolbar Settings dialog box (→ *Software Guide*).**

## ● The image you have scanned looks dirty.

1. **If the image looks grainy, increase the scan resolution (→ *Software Guide*).**
2. **Display the image at 100%.**
   Some applications do not display an image well at small sizes. Try displaying the image at 100% magnification.
3. **There is moiré when you scan printed material.**
   In ScanGear, click [Descreen] (→ *Software Guide*).
4. **Set the monitor display colors to 16-bit or higher.**
   In Display Properties, set the display colors to Medium (16-bit), High Color 16 bit color or 24 bit color or higher.
5. **Clean the platen glass and document cover (→ p. 11-1).**

## ● White margins appear around the scanned image.

1. **Specify the scan area.**
   In ScanGear, click [Multi-Photo Scan] to automatically specify the scan area.
   If there are white margins around documents such as photographs, or if you want to trim a document (i.e. you want to scan only one part of a document), specify the area of the scan manually (→ *Software Guide*).
   To display ScanGear when scanning: On the Windows desktop, on the Toolbar, click [Settings]. Click [Show scanner driver before scanning] (→ *Software Guide*).
2. **When you do not want to display ScanGear**
   Even if you do not want to display ScanGear, you can make a scan at the paper size specified and the area outside the paper size will not be scanned. Do the following:
   On the Windows desktop, on the Toolbar, click [Settings]. In the Toolbar Settings dialog box, in the tab for the button used to scan, specify the paper size (→ *Software Guide*).

## ● White lines appear on the left side of the image.

1. **Place the document approximately 0.1 inches (3 mm) from the edge of the platen glass.**

## ● Cannot scan multiple photographs correctly.

1. **Does the position of the photographs and the way they are positioned fulfil the following requirements?**
   - There should be a gap of at least 0.4 inches (1 cm) between the edge of the platen glass and photographs.
   - There should be a gap of at least 0.4 inches (1 cm) between the edges of the photographs.
   - There should be no more than ten photographs.
   - The photographs should be straight (any tilting should be kept within 10 degrees).
2. **Some applications do not accept multiple scans of more than two images.**
   Check the application's documentation or contact the application's manufacturer.
3. **Clean the platen glass and document cover (→ p. 11-1).**

## ● Scanned image is displayed at a large (small) size on the computer screen.

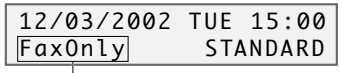
1. **Enlarge or reduce the image display in the application.**
   However, if you open the image in Paint or Imaging, it may display at a large size and you will not be able to reduce it. Open it in the MultiPASS Viewer.
2. **Change the resolution in ScanGear and try scanning again.**
   The image will be large if resolution is high. It will be small if resolution is low (→ *Software Guide*).

# Fax Model Problems receiving faxes

**See below if you are having problems receiving faxes on the machine.**

## ● Cannot receive a fax, cannot print a fax.

1. **Is there anything displayed in the LCD?**
   If nothing is displayed, see p. 12-14.
2. **Is the Alarm light blinking?**
   If it is blinking, see p. 12-17.
3. **Is there a warning or attention displayed in the Status Monitor?**
   If displayed, see p. 12-22.
4. **Nothing is printed on the printout.**
   Print the nozzle check pattern (→ p. 11-7) and check.
   If the nozzle check pattern does not print properly, see p. 11-6.
   If the nozzle check pattern does print properly, see the items marked with ⓟ in *Problems printing from your computer*, p. 12-3.
5. **In manual receive mode, did you pick up the handset to receive the fax and before replacing the handset, did you press [Start] or dial the remote receiving ID number?**
   If you replace the handset without doing either of these things, the call will disconnect.
6. **What receive mode is displayed on the bottom left of the LCD? Have you followed the procedure for that receive mode correctly?**

   **<FAX/TEL AUTO SW>**: Fax calls are received automatically and the telephone rings for voice calls. There are no procedures to follow for receiving faxes. Ringing indicates a voice call so pick up the handset.
   **<FAX ONLY MODE>**: The machine automatically receives faxes without ringing. You cannot manually answer calls.
   **<DRPD>**: Set this mode if you have subscribed to a DRP (Distinctive Ring Pattern) service offered by some companies. The machine will then ring differently depending on whether a call is a fax or voice call.
   **<MANUAL MODE>**: The machine rings for both voice and fax calls. If you hear the machine ring, pick up the handset and either press [Start] or dial the remote receiving ID to receive a fax.
   **<ANS.MACHINE MODE>**: Fax calls are received automatically and voice calls are received by the answering machine connected to the machine. There are no procedures to follow for receiving faxes. The answering machine should be left connected.
7. **Are there documents in the machine's memory?**
   The memory may be full. Either print or delete documents (→ p. 8-8) to free up memory. Then ask the sender to resend the fax.
8. **Is the received fax saved on the computer?**
   Has the fax been saved in the My MultiPASS folder on your computer instead of being printed? This will happen if you connect your machine to a computer and set the MultiPASS Suite to save received faxes on your computer.
   If you want to print faxes as soon as you receive them, do the following: In My MultiPASS, on the MultiPASS menu, point to [Device Setup/Speed Dial], then click [MultiPASS F80]. On the Receive Fax tab, select Print Fax in When Computer is On and When Computer is Off.
9. **Was there an error during reception?**
   Print the ACTIVITY REPORT and check for an error (→ p. 10-2).

**10. Is there a telephone line connected?**
Check that the telephone line is correctly connected (→ *Setup Sheet*).

## ● Cannot receive faxes automatically.

**1. Is <FaxOnly>, <AnsMode>, <FaxTel>, or <DRPD> receive mode displayed on the bottom left of the LCD?**
If <Manual> is displayed, you cannot receive faxes unless you pick up the handset and either press [Start] or dial the remote receiving ID.
If you want to receive faxes automatically which means not having to do anything when you are sent a fax, set the receive mode to <FAX/TEL AUTO SW>, <FAX ONLY MODE>, <DRPD>, or <ANS. MACHINE MODE> (→ p. 9-1).
If set to <ANS.MACHINE MODE>, connect an answering machine to the machine (→ *Setup Sheet*) and check that a message plays when the answering machine answers.

## ● Machine does not switch automatically between voice and fax reception.

**1. Is <AnsMode>, <FaxTel>, or <DRPD> receive mode displayed on the bottom left of the LCD?**
There will be no automatic switching between voice and fax calls unless the receive mode is set to <FAX/TEL AUTO SW>, <DRPD>, or <ANS.MACHINE MODE>. If set to <ANS.MACHINE MODE>, connect an answering machine to the machine (→ *Setup Sheet*) and check that a message plays when the answering machine answers.

**2. Was there an error during reception?**
Print the ACTIVITY REPORT and check for an error (→ p. 10-2).

**3. Is the sender's fax machine unable to send a CNG signal (the signal which indicates that the call is a fax call)?**
Some fax machines are not able to send CNG signals. If so, receive the fax manually (→ p. 9-4).

## ● Quality of received fax is poor.

**1. Are you using recommended print media?**
For recommended print media, see p. 3-1.

**2. Print the nozzle check pattern (→ *Maintaining the printhead*, p. 11-6).**

**3. Is <ECM RX> set to <OFF>?**
Set <ECM RX> to <ON> (→ p. 13-4).

**4. The printed fax is poor quality.**
See the items marked with in *Problems printing from your computer*, p. 12-3.

**5. Check whether the sender's fax machine is dirty.**
The image quality of the fax is mainly determined by the sender's fax machine. Contact the sender and check whether the document cover and platen glass of his fax machine are dirty.

## ● Cannot receive a fax in ECM mode.

If you receive a fax in ECM mode, "ECM" will show on the ACTIVITY REPORT. If "ECM" is not shown, the fax was not received in ECM mode.

**1. Is <ECM RX> set to <OFF>?**
Set <ECM RX> to <ON> (→ p. 13-4).

**2. Is the sender's fax machine ECM-compatible?**
If the sender's fax machine is not ECM-compatible, the fax will be received in standard mode without error correction.

## ● Repeated errors occur when you receive a fax.

If there is an error, a message will be displayed in the LCD. The ACTIVITY REPORT and RX REPORT will show "NG" and an error code.

**1. Reduce the reception start speed (→ <RX START SPEED>, p. 13-5).**
If there is a bad line or connection, reception may be canceled.

**2. Check whether the sender's fax machine is operating normally.**
Contact the sender and check whether his fax machine is operating normally.

# Fax Model Problems sending faxes

**See the items marked with M (machine) if you are having problems sending a fax from the machine.**
**See the items marked with C (computer) if you are having problems sending a fax from your computer.**

## ● Cannot send a fax.

**1. Is the machine making a noise and is the In Use/Memory light blinking?**
The telephone line is connected to the ☎ jack. Reconnect to the L jack (→ *Setup Sheet*).

M C **2. Did you set the correct line type?**
You can still receive faxes even if the telephone line type is not set correctly. If you can receive but cannot send, check the telephone line type setting (→ *Basic Guide*).

M C **3. Is there anything displayed in the LCD?**
If nothing is displayed, see p. 12-14.

M C **4. Is the Alarm light blinking?**
If it is blinking, see p. 12-17.

C **5. Is there a warning or attention displayed in the Status Monitor?**
If displayed, see p. 12-22.

M C **6. Press [Hook] or pick up the handset of the telephone connected to the machine. Can you hear a tone?**
If not, there is a problem with the telephone line. Contact your telephone company.

M **7. Is the document loaded correctly?**
Check that the document is loaded correctly on the platen glass or ADF (→ p. 2-2).

M **8. Is one-touch or coded speed dialing registered with fax numbers?**
If you are using one-touch or coded speed dialing, check that the fax number is correctly registered (→ Chapter 7).

M C **9. Is the number dialed correct?**
Check the number and try dialing again.

M C **10. Is the In Use/Memory light blinking? Is the fax recipient shown in the LCD?**
Another document is being sent from memory. Wait until the document has finished sending.

M **11. Was there an error during transmission?**
Print the ACTIVITY REPORT and check for an error (→ p. 10-2).

M C **12. Is the recipient's fax machine G3-compatible?**
Check that the recipient's fax machine is G3-compatible. If not, you will be unable to send faxes.

## ● Fax sent is dirty.

M **1. Is the document loaded correctly?**
Check that the document is loaded correctly on the platen glass or ADF (→ p. 2-2).

M **2. Try making a copy.**
If you can make a clean copy, it is probably that the recipient's fax machine is the source of the problem. Contact the recipient to confirm.
If you are unable to make a clean copy, clean the machine (→ p. 11-1).

## ● You cannot send a fax in ECM mode.

If you send a fax in ECM mode, "ECM" will show on the ACTIVITY REPORT. If "ECM" is not shown, the fax was not sent in ECM mode.

M C **1. Is <ECM TX> set to <OFF>?**
Set <ECM TX> to <ON> (→ p. 13-4).

**M C 2. Is the recipient's fax machine ECM-compatible?**
If the recipient's fax machine is not ECM-compatible, the fax will be sent in standard mode without error correction.

### ● Repeated errors occur when you send a fax.

**M C 1. Reduce the transmission start speed (→ <TX START SPEED>, p. 13-4).**
If there is a bad line or connection, transmission may be canceled.

# ▶ Telephone problems

**See below if you have problems using the telephone.**

### ● Cannot dial.

1. **Is there anything displayed in the LCD?**
   If nothing is displayed, see p. 12-14.
2. **Is the Alarm light blinking?**
   If it is blinking, see p. 12-17.
3. **Is the power strip correctly connected?**
   Check that the power strip is correctly connected.
4. **Did you set the correct telephone line type?**
   Make sure the machine is set for the correct telephone line type (→ *Basic Guide*).

### ● Telephone disconnects during a call.

This will happen if the power cord is not connected securely to the machine and wall outlet.
Check that the power cord is securely inserted into the machine and wall outlet, and that the power is on (→ *Setup Sheet*).
If the machine is connected to a table tap, OA tap or extension cord, make sure they are connected correctly and, if there is a power switch, that it is on.

# If nothing displays in the LCD (if there is no power)

When you connect the power cord to the machine and wall outlet, and press [ON/OFF(1 sec.)], the machine powers up and a message is displayed in the LCD.

While the Alarm light blinks, the machine is initializing and you will not be able to use it. Wait until the Alarm light stops blinking.

If nothing is displayed in the LCD, make the checks in the following order until something is displayed.

1. **Is the power cord correctly connected?**
   Securely connect the power cord to the machine and wall outlet.
2. **Have you pressed [ON/OFF(1 sec.)]?**
   The machine will power up and the LCD will show a message when you connect the power cord and press [ON/OFF(1 sec.)].
3. **Check that the wall outlet is working normally.**
   Connect another electrical appliance to the wall outlet and check whether the wall outlet is working properly.
4. **Connect the power cord directly to the wall outlet.**
   Disconnect the power cord from any table taps, OA taps or extension cords and connect directly to the wall outlet. If the machine powers up when the power cord is connected directly, the table taps, OA taps or extension cords are probably defective and should be replaced.
   If they have a power switch, turn it on.
5. **Check that the power cord is not defective.**
   Either replace the power cord with another, or using a tester, check whether the cord is defective.

# Fax Model If the power disconnects unexpectedly

User data and speed dialing settings are stored using the internal battery if there is a power failure or if you accidentally disconnect the power cord. However, all documents stored in memory will be deleted.

If the power disconnects, the following will apply:
- You will not be able to send or receive faxes or make copies.
- If a telephone is connected to the machine, you may be able to receive and/or make voice calls (depending on your telephone).

When power is restored, the MEMORY CLEAR REPORT will be printed automatically listing the documents deleted from memory. Note however that this report will not be printed if the paper size is set to a setting other than <LTR>, <LGL>, or <A4>, or if black ink or paper has run out.

# ▶ Removing jammed paper

If <CLEAR PAPER JAM> is displayed in the LCD, follow this procedure to clear the paper jam.

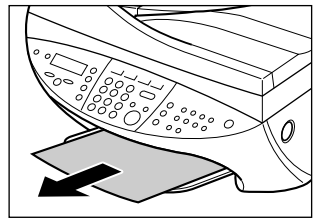
Fax Model If a paper jam occurs when receiving a fax, that fax will be stored in memory and printed automatically when you clear the jam and press [Resume].

## Removing jams in the paper output tray

Follow this procedure to remove jams from the paper output tray:

**1 Gently pull any jammed paper out of the paper output tray.**

- If you cannot see any jammed paper in the paper output tray, remove it from the machine's interior (→ below).



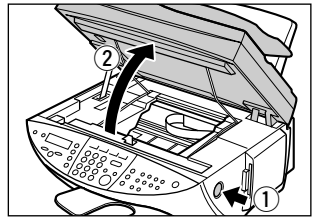
**2 Press [Resume].**

- If you are printing from a Windows application, follow the instructions displayed on your computer.

## Removing jams from the machine's interior

Follow this procedure to remove jams from the machine's interior:

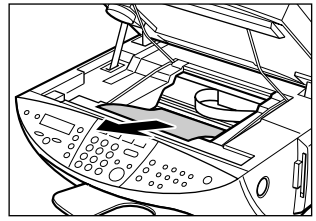
**1 Press [Open] ① and lift up the scanning unit ②.**




**2 Gently gather the jammed paper to the center of the opening and then remove it.**

**⚠ CAUTION**

- **Be careful not to touch the components inside the machine.**



**3 Close the scanning unit until it locks into place.**

**4 Press [Resume].**

- If you are printing from a Windows application, follow the instructions displayed on your computer.

## If there are repeated paper jams

**Paying attention to the following points, reload the paper.**

1. Fan out the sheets of paper well so that they do not stick together.
2. Align the edges of the paper.
3. Adjust the paper guide correctly.
4. Make sure the paper stack does not exceed the paper limit mark (⏮).
5. Make sure the paper loaded does not exceed the capacity of the multi-purpose tray.
6. Do not force paper into the multi-purpose tray.
7. Only use the same type of paper.
8. Use recommended print media (→ p. 3-1).

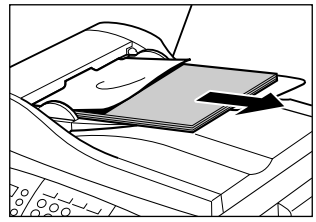
## ▶ Fax Model Removing jammed documents

If documents jam in the ADF or do not feed properly, <DOC. TOO LONG> is displayed in the LCD.

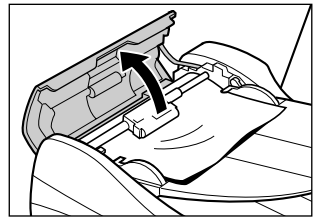
You do not need to turn off the power when clearing document jams.

**1** **Press [Stop/Reset].**

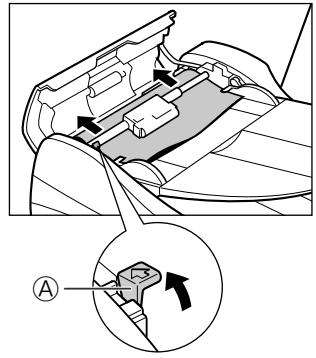
**2** **If a multipage document is loaded, remove from the ADF all pages except for the jammed page.**



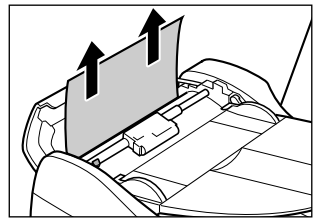
**3** **Open the feeder cover.**



**4** **Raise the paper release lever Ⓐ and slide the page under the roller towards the feeder cover.**

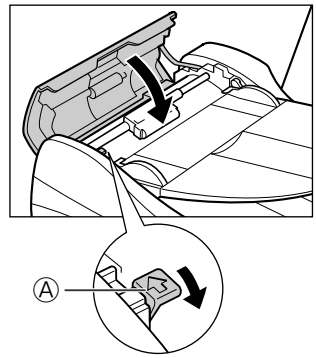


**5 Pull out the jammed page from the ADF.**



**6 Lower the paper release lever Ⓐ and then close the feeder cover.**

- If [Stop/Reset] is pressed during scanning and the document remains in the ADF, wait for the machine to return to standby mode, then press [Resume]. Documents left in the ADF will be ejected automatically.




# ▶ If the nozzle check pattern does not print properly

Refer to *Maintaining the printhead*, p. 11-6.

# ▶ Interpreting the messages

**When the Alarm light blinks**

Check the message in the LCD. If there is a message, follow the instructions and correct the error. Then to resume operation, press [Resume]. The Alarm light will turn off.

If the error remains, turn off the machine and disconnect the power cord. Wait 15 seconds, then reconnect the power cord and turn on the power.

**If you cannot clear a paper jam**

Turn off the machine and disconnect the power cord. Wait five seconds, reconnect the power cord and turn on the power. If the problem has been resolved, the Alarm light will turn off.

**If the Alarm light still lights even after you have turned the power on again**

Contact the Canon Customer Care Center.

Error codes are printed in the ACTIVITY REPORT.

# LCD messages

***Reference abbreviations***
SS = Setup Sheet
BG = Basic Guide
SG = Software Guide

| Message (Error code) | Cause | Action | Details |
|---|---|---|---|
| Fax Model AUTO REDIAL | The machine is waiting to redial the other party's number because the line was busy or the recipient did not answer when you tried to send a document. | Wait for the machine to automatically redial the number. If you want to cancel automatic redialing, wait until the machine starts dialing the number, press [Stop/Reset] then [✳]. | p. 8-5 |
| Fax Model BUSY/NO SIGNAL (#018) | The telephone number you dialed is busy. | Try sending the document at a later time. | |
| | The fax number dialed was incorrect. | Check the fax number and dial again. | |
| | The other party's fax machine is not working. | Contact the other party and have them check their fax machine. | |
| | The other party is not using a G3 machine. | Contact the other party and ask them to send or receive the document using a G3 machine. | |
| | The touch tone/rotary pulse setting on your machine is incorrect. | Set your machine to the setting that matches your telephone line. | BG |
| | The receiving fax machine did not answer within 55 seconds (after all automatic redialing attempts). | Contact the other party and have them check their fax machine. You can try to send the document using manual sending. For an overseas call, add pauses to the registered number. | p. 8-2 |
| C INK EMPTY | The cyan ink tank in the printhead is empty. | Replace the ink tank. | p. 11-4 |
| CARD READER BUSY | You tried to start photo printing when the card slot was in use by the computer. | Wait until the card slot is no longer being used by the computer. | |
| CARD READER ERROR | There is a problem with the card slot. | Try switching to another mode or turning the machine off and on. If the message remains, contact the Canon Customer Care Center. | |
| CARD READER OFFLINE | The card slot may not be receiving any power. | Remove the memory card from the card slot, turn the power off and on again, then reinsert the memory card. | p. 4-2 |
| CARTRIDGE JAMMED | The printhead holder cannot move. This is normally due to a paper jam. | Clear the paper jam or whatever is obstructing the printhead holder and then press [Resume]. Do not attempt to move the printhead holder manually. | p. 12-15 |
| Fax Model CHANGE PAPERSIZE:FAX | The paper size setting is set to a size other than letter, legal, or A4. | Set the paper size setting to letter, legal, or A4 and load paper of the same size. The received fax will then be printed automatically. | p. 3-6 |

| Message (Error code) | Cause | Action | Details |
|---|---|---|---|
| Fax Model CHECK DOCUMENT | The feeder cover may not be closed properly. | Close the feeder cover properly. | p. 12-17 |
| | The document is not loaded properly in the ADF, or there may be a document jam. | Remove the document from the ADF and reload it.<br>Clear the document jam if necessary. | p. 2-2<br>p. 12-16 |
| CHECK PAPER SIZE | The size of the paper in the multi-purpose tray and that specified in the paper size setting are different. | Load the correct paper size or change the paper size setting. Then press [Resume]. | p. 3-7<br>p. 3-6 |
| CHECK PRINTER | There may be an obstruction that is not allowing the printhead holder mechanism to move. | Check for any obstruction (paper clip, small object, etc.). Check also for a paper jam and clear the jam if necessary. Then press [Resume] and start again. If the message does not clear after pressing [Resume], contact the Canon Customer Care Center. | p. 12-15 |
| | The waste ink tank (which holds the ink used for printhead cleaning) may be full. | Contact the Canon Customer Care Center to have the waste ink tank replaced immediately. | |
| CLEAR PAPER JAM | There is a paper jam. | Clear the paper jam and reload paper in the multi-purpose tray. Then press [Resume]. | p. 12-15 |
| COVER OPEN | You opened the scanning unit during an operation. | Close the scanning unit. | |
| DATA IN MEMORY CANNOT TURN OFF | You are unable to turn the machine off with the [ON/OFF(1 sec.)] key. | Print or delete any documents stored in memory, then turn off the machine. | p. 8-8 |
| Fax Model DOC. TOO LONG (#003) | The document is longer than 3.3 ft. (1 meter). | Reduce the length of the document to within 3.3 ft. (1 meter), and then re-send it. | |
| | There is a document jam in the ADF. | Clear the document jam and reload the document in the ADF. | p. 12-16 |
| Fax Model ECM RX | The machine is receiving a fax using Error Correction Mode (ECM). | ECM receptions may take longer than normal receptions. Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition. | p. 13-4 |
| Fax Model ECM TX | The machine is sending a fax using Error Correction Mode (ECM). | ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition. | p. 13-4 |
| INSERT PHOTO CARD | There is no PC card adapter (with a memory card) in the card slot. | If you want to use the photo print function, insert a PC card adapter (with a memory card) into the card slot. | p. 4-2 |

| Message (Error code) | Cause | Action | Details |
|---|---|---|---|
| INVALID KEY/SETTING | An invalid key was pressed or an invalid setting was selected. | Check the key or setting you want to enter. | |
| K INK EMPTY | The black ink tank in the printhead is empty. | Replace the ink tank. | p. 11-4 |
| LOAD PAPER (PRESS START KEY) | The multi-purpose tray is empty. | Load paper in the multi-purpose tray. Make sure the stack is below the paper limit mark (◀). Then press [Start] or [Resume]. | p. 3-7 |
| M INK EMPTY | The magenta ink tank in the printhead is empty. | Replace the ink tank. | p. 11-4 |
| MACHINE IN USE CANNOT TURN OFF | You are unable to turn the machine off with the [ON/OFF(1 sec.)] key. | Wait until the machine has finished the operation it is performing, then turn off the machine. | |
| MEMORY FULL (#037) | The machine's memory is full because you tried to send or copy too many pages at once, or a very long or detailed document. | Divide the document and send or copy each part separately. To free up space in the machine's memory, print or delete any documents in memory you no longer need. | p. 8-8 |
| | In photo print mode, the photograph data is too large to print from your machine. | Print the photograph from your computer. | |
| | Fax Model The machine's memory is full because it has received too many documents, or a very long or detailed document. | Print any documents stored in memory. Then start again. | p. 8-8 |
| | Fax Model In photo print mode, you tried to print photographs when the machine's memory was full. | Print or delete any documents in memory, or wait for the machine to send any documents stored in memory. Then try printing photographs again. | p. 8-8 |
| Fax Model MEMORY USED nn % | Shows the percentage of memory currently in use. | If you need more space, wait for the machine to send any faxes. Also, print or delete any documents in memory you no longer need. | p. 8-8 |
| NO FILES ON CARD | There are no available files in the memory card. | Make sure you have recorded photographs in the appropriate format on the memory card. | |
| Fax Model NO RX PAPER (#012) | The other party's fax machine is out of paper or its memory is full. | Contact the other party and have them load paper in their fax machine or free up space in their fax machine's memory. | |
| Fax Model NO TEL # (#022) | The one-touch speed dialing key or coded speed dialing code you entered has not been registered. | Register the one-touch speed dialing key or coded speed dialing code. | Chapter 7 |

| Message (Error code) | Cause | Action | Details |
|---|---|---|---|
| Fax Model NOT AVAILABLE | In manual sending, you entered a speed dialing number that is assigned to a group. | Use regular dialing, or enter a one-touch speed dialing key or coded speed dialing code that only has one fax/telephone number registered. | Chapter 7 |
| PROBLEM READING CARD | The data on the memory card may be inaccessible. | Check the data on the memory card in your digital camera. | |
| PUT IN CARTRIDGE | There is no printhead installed in the machine. | Install the printhead. | SS |
| Fax Model REC'D IN MEMORY | The machine received the fax in memory because paper or ink ran out, or a paper jam occurred. | Load paper in the multi-purpose tray, replace the ink tank(s), or clear the paper jam. | p. 3-7<br>p. 11-4<br>p. 12-15 |
| Fax Model RECEIVED IN FILE | Your computer was off and a document was received in the machine's memory. | Upload the document to your computer, or print the document. | SG |
| | The MultiPASS Status Monitor is not running. (Windows 98/Me) | Open the MultiPASS Status Monitor. | SG |
| Fax Model TRY AGAIN IN B&W (#085) | You tried sending a color document to a machine that does not support color faxing. | Try sending again in black & white. Alternatively, enable the <COLOR DIRECT TX> setting. | p. 13-4 |
| Fax Model TX nnnn SCANNING P. nnn MEMORY FULL PLEASE WAIT | The machine is sending a document and its memory is full. | The machine continues to send the document as memory becomes available. | |
| Fax Model TX/RX CANCELLED | You pressed [Stop/Reset] to cancel the transmission. | If required, try sending or receiving again. | |
| Fax Model TX/RX NO. nnnn | When the machine sends or receives a fax, it assigns it a unique identification number (nnnn). | Write the number down if you will need it later. | |
| UNABLE TO PRINT ALL | In all frames photo printing, not all the photographs were printed. | Check which photographs were not printed and try reprinting them. | Chapter 4 |
| WAIT COOLING | During printing, the printhead may have become too hot. | Allow the machine to cool down. The machine will resume printing when it has cooled down. | |
| WASTED INK NEAR FULL | The waste ink tank is nearly full. | If <CHECK PRINTER> appears, contact the Canon Customer Care Center. | |
| WRONG CARTRIDGE | The printhead is not installed correctly. | Retry to install the printhead. If the message remains in the LCD, the printhead may be defective. Contact the Canon Customer Care Center. | |
| Y INK EMPTY | The yellow ink tank in the printhead is empty. | Replace the ink tank. | p. 11-4 |

## MultiPASS Status Monitor messages

Display the MultiPASS Status Monitor on your computer to see the status of the machine.

On the Windows desktop, click [Start], point to [Programs] or [All Programs], point to [MultiPASS Suite], then click [MultiPASS Status Monitor]. If a warning or attention is displayed, follow the instructions of the message.

# ▶ If you cannot solve the problem

If you have a problem with your machine that you cannot solve with the information provided in this chapter, contact the Canon Customer Care Center.

**⚠ CAUTION**

- **If the machine makes strange noises, emits smoke or strange smells, unplug it immediately and contact the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.**

**IMPORTANT**

- **Attempting to repair the machine yourself may void the limited warranty.**

If you contact the Canon Customer Care Center, make sure you have the following information ready:

- Product name: MultiPASS F80 or MultiPASS F60
- Serial number (located on the label located at the back of the machine)
- Details of the problem
- Steps taken to try to resolve the problem and the results

Chapter

# 13 Machine settings

## ▶ Fax Model Printing a list to check the current settings

Before changing any settings, you can print the USER'S DATA LIST to check the current settings of your machine. For details, see p. 10-5.

## ▶ Accessing the machine settings

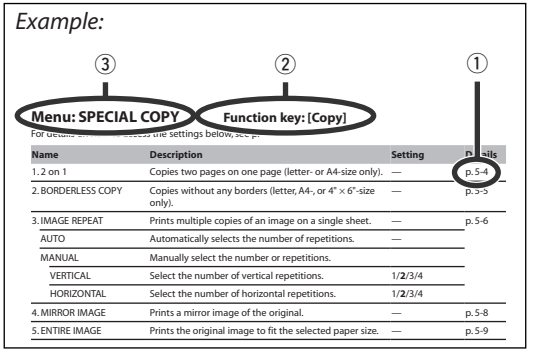
Follow this procedure to change a setting:

**1** **Refer to the lists on the following pages to find the setting you want to change.**

**2** **If there is a reference for the setting ①, refer to that page or guide for details. If not, at the top of the list, note under which function key ② and menu ③ the setting is located.**

**3** **Press [Copy], [Scan], [Photo Print], or Fax Model [Fax] depending under which function key ② the setting is located.**

*Example:*




| Name | Description | Setting | Details |
|---|---|---|---|
| 1. 2 on 1 | Copies two pages on one page (letter- or A4-size only). | — | p. 5-4 |
| 2. BORDERLESS COPY | Copies without any borders (letter, A4-, or 4" × 6"-size only). | — | p. 5-5 |
| 3. IMAGE REPEAT | Prints multiple copies of an image on a single sheet. | — | p. 5-6 |
| AUTO | Automatically selects the number of repetitions. | — | |
| MANUAL | Manually select the number or repetitions. | | |
| VERTICAL | Select the number of vertical repetitions. | 1/**2**/3/4 | |
| HORIZONTAL | Select the number of horizontal repetitions. | 1/**2**/3/4 | |
| 4. MIRROR IMAGE | Prints a mirror image of the original. | — | p. 5-8 |
| 5. ENTIRE IMAGE | Prints the original image to fit the selected paper size. | — | p. 5-9 |

**4** **Press [Menu].**

**5** **Use [◀] or [▶] to select the menu ③ under which the setting is located.**

**6** **Press [Set].**
- You have now accessed the settings in the list.

**7** **Use [◀] or [▶] to select the setting you want.**

**8** **Press [Set].**

**9** **Follow these guidelines to scroll through and register settings:**
- **Use [◀] or [▶] to scroll through settings.**
- **To register a setting or access sub-settings, press [Set].**
- **To return to a previous level, press [Menu].**

**10** **When you have finished, press [Stop/Reset].**

# ▶ Settings

**NOTE**
- Default settings are shown in **bold** type.

***Reference abbreviation***
BG = Basic Guide

## Menu: SPECIAL COPY Function key: [Copy]

| Name | Description | Setting | Details |
|---|---|---|---|
| 1. 2 on 1 | Copies two pages on one page (letter- or A4-size only). | — | p. 5-4 |
| 2. BORDERLESS COPY | Copies without any borders (letter, A4-, or 4" × 6"-size only). | — | p. 5-5 |
| 3. IMAGE REPEAT | Prints multiple copies of an image on a single sheet. | — | p. 5-6 |
| AUTO | Automatically selects the number of repetitions. | — | |
| MANUAL | Manually select the number or repetitions. | | |
| VERTICAL | Select the number of vertical repetitions. | 1/**2**/3/4 | |
| HORIZONTAL | Select the number of horizontal repetitions. | 1/**2**/3/4 | |
| 4. MIRROR IMAGE | Prints a mirror image of the original. | — | p. 5-8 |
| 5. ENTIRE IMAGE | Prints the original image to fit the selected paper size. | — | p. 5-9 |

## Menu: MAINTENANCE Function keys: [Copy], [Scan], [Photo Print], Fax Model [Fax]

| Name | Description | Setting | Details |
|---|---|---|---|
| 1. NOZZLE CHECK | Prints the nozzle check pattern. | — | p. 11-7 |
| 2. HEAD CLEANING | Performs normal printhead cleaning. | — | p. 11-7 |
| 3. HEAD REFRESHING | Performs deep printhead cleaning. | — | p. 11-7 |
| 4. ALIGN PRINT HEAD | Aligns the printhead. | — | p. 11-8 |
| HORIZ. PATTERN | Prints the horizontal pattern. | — | |
| CHANGE H VALUE | Select the horizontal value for columns A to F on the printout. | A,B,C: -3 to +7<br>D,E,F: -5 to +5 | |
| PRINT VERT. PATTERN? | Select whether the vertical pattern is printed. | YES=(✳)<br>NO=(#) | |
| VERTICAL PATTERN | Prints the vertical pattern. | | |
| CHANGE V VALUE | Select the vertical value for columns G and H on the printout. | G, H: -3 to +3 | |
| 5. ROLLER CLEANING | Cleans the roller. | — | p. 11-3 |

## Menu: USER DATA Function keys: [Copy], [Scan], [Photo Print], Fax Model [Fax]

| Name | Description | Setting | Details |
|---|---|---|---|
| Fax Model 1. TEL REGISTRATION | — | — | |
| 1. 1-TOUCH SPD DIAL | Register one-touch speed dialing. | — | p. 7-2 |
| 2. CODED SPEED DIAL | Register coded speed dialing. | — | p. 7-4 |
| 3. GROUP DIAL | Register group dialing. | — | p. 7-6 |
| Fax Model 2. FAX SETTINGS | — | — | |
| 1. USER SETTINGS | — | — | |
| 1. DATE & TIME | Set the current date and time. | — | p. 6-2 |
| 2. DATE SETUP | Select the date format displayed in the LCD and printed on faxes you send. | **MM/DD/YYYY**<br>DD/MM YYYY<br>YYYY MM/DD | |
| 3. UNIT TELEPHONE # | Enter the fax/telephone number printed on faxes you send. | — | p. 6-2 |
| 4. UNIT NAME | Enter the name printed on faxes you send. | — | p. 6-2 |
| 5. TX TERMINAL ID | — | — | |
| 1. TTI POSITION | Select the position of the sender information (outside or inside the image area) when sending black & white faxes. (Automatically set inside the image area for color faxes.) | **OUTSIDE IMAGE**<br>INSIDE IMAGE | |
| 2. TELEPHONE # MARK | Select the mark to appear before the fax/telephone number printed on faxes you send. | **FAX**<br>TEL | |
| 6. OFFHOOK ALARM | Enable/disable the alarm that alerts you if the handset is not hung up properly. | **ON**<br>OFF | |
| 7. VOLUME CONTROL | — | — | |
| 1. CALLING VOLUME | When the machine is set to ring, select the ring volume. | 1/**2**/3 | |
| 2. LINE MONITOR VOL | Select the dialing and on-hook volume. | 0 (off)/1/**2**/3 | |
| 8. RX CALL LEVEL | Select the ring type for incoming calls. | **HIGH**<br>STANDARD | |
| 9. TEL LINE TYPE | Select the telephone line type setting for your machine. | **TOUCH TONE**<br>ROTARY PULSE | BG |
| 2. REPORT SETTINGS | — | — | |
| 1. TX REPORT | Enable/disable automatic printing of a transmission report after sending. | **PRINT ERROR ONLY**<br>OUTPUT YES<br>OUTPUT NO | p. 10-3 |
| PRINT WITH IMAGE | If you select <PRINT ERROR ONLY> or <OUTPUT YES>, select whether the first page of the fax is printed under the report (black & white faxes only). | **ON**<br>OFF | |

| Name | Description | Setting | Details |
|---|---|---|---|
| 2. RX REPORT | Enable/disable automatic printing of a transmission report after receiving. | **OUTPUT NO**<br>PRINT ERROR ONLY<br>OUTPUT YES | p. 10-4 |
| 3. ACTIVITY REPORT | Enable/disable automatic printing of an ACTIVITY REPORT after every 20 transactions. | **AUTO PRINT ON**<br>AUTO PRINT OFF | p. 10-2 |
| 3. TX SETTINGS | — | — | |
| 1. ECM TX | Enable/disable Error Correction Mode (ECM) during sending. | **ON**<br>OFF | |
| 2. MID PAUSE SET | Select the pause length when you press [Redial/Pause]. | **2** SEC (1 to 15) | |
| 3. AUTO REDIAL | Enable/disable automatic redialing. | **ON**<br>OFF | p. 8-5 |
| 1. REDIAL TIMES | If you select <ON>, select the number of redialings. | **2** TIMES (1 to 10) | |
| 2. REDIAL INTERVAL | If you select <ON>, select the length of time between redialings. | **2** MIN. (2 to 99) | |
| 4. TIME OUT | Enable/disable automatic scanning without having to press [Start] after using speed dialing or redialing to send a document. | **ON**<br>OFF | |
| 5. TX START SPEED | Select the speed at which the machine starts transmitting. | **33600bps**<br>14400bps<br>9600bps<br>7200bps<br>4800bps<br>2400bps | |
| 6. COLOR DIRECT TX | Enable/disable sending of color documents to fax machines that do not have color faxing capability. | **OFF**<br>ON | |
| 4. RX SETTINGS | — | — | |
| 1. ECM RX | Enable/disable Error Correction Mode (ECM) during reception. | **ON**<br>OFF | |
| 2. FAX/TEL AUTO SW | If you select <FAX/TEL AUTO SW> as the receive mode, customize its settings. | — | p. 9-2 |
| 1. RING START TIME | Select the time the machine takes to check whether a call is a fax or voice call. | **8** SEC (0 to 30) | |
| 2. F/T RING TIME | Select the ring length for voice calls. | **15** SEC<br>(10 to 45) | |
| 3. DEFAULT ACTION | Select whether the machine switches to receive mode after the ring time has elapsed. | **RECEIVE**<br>DISCONNECT | |
| 3. DRPD:SELECT FAX | If you select <DRPD> as the receive mode, select the ring pattern for the machine. | **DOUBLE RING**<br>SHORT-SHORT-LONG<br>SHORT-LONG-SHORT<br>OTHER RING TYPE<br>NORMAL RING | p. 9-5 |

| Name | Description | Setting | Details |
|---|---|---|---|
| 4. INCOMING RING | If you select <FAX ONLY MODE>, <FAX/TEL AUTO SW>, or <DRPD> as the receive mode, enable/disable ringing for fax calls. (A telephone must be connected to your machine for ringing to occur.) | **OFF**<br>ON | |
| RING COUNT | If you select <ON>, select the number of rings for fax calls. | **2** TIMES<br>(1 to 99) | |
| 5. MAN/AUTO SWITCH | If you select <MANUAL MODE> as the receive mode, select if the machine switches to fax receive mode after ringing for a specified length of time. | **OFF**<br>ON | |
| F/T RING TIME | If you select <ON>, select the length of time the machine rings before switching to fax receive mode. | **15** SEC<br>(5 to 99) | |
| 6. REMOTE RX | Enable/disable remote receiving. | **ON**<br>OFF | |
| REMOTE RX ID | If you select <ON>, select the remote receiving ID. | **25** (00 to 99) | |
| 7. RX REDUCTION | Enable/disable automatic reduction of faxes to fit the paper loaded. | **ON**<br>OFF | |
| REDUCE DIMENSION | Select the direction of the reduction. | **VERTICAL ONLY**<br>HORIZ & VERTICAL | |
| 8. RX START SPEED | Select the speed at which the machine starts receiving. | **33600bps**<br>14400bps<br>9600bps<br>7200bps<br>4800bps<br>2400bps | |
| 3. PRINTER SETTINGS | — | — | |
| 1. QUIET MODE | Enable/disable quiet printing mode. | **OFF**<br>ON | |
| 2. EXTENSION AMOUNT | Select the extension amount for borderless printing. | **SMALL**<br>LARGE | |
| 4. SYSTEM SETTINGS | — | | |
| 1. AUDIBLE TONES | — | | |
| 1. KEYPAD VOLUME | Select the beep volume when pressing keys on the operation panel. | 0 (off)/1/**2**/3 | |
| 2. ALARM VOLUME | Select the alarm volume. | 0 (off)/1/**2**/3 | |
| 2. CARD PROTECT | Enable/disable overwriting memory card data in all modes except photo print mode. | **ON**<br>OFF | |
| 3. DISPLAY LANGUAGE | Select the language for LCD messages and reports. | **ENGLISH**<br>FRENCH<br>SPANISH | |

## Fax Model Menu: RECEIVE MODE Function key: [Fax]

| Name | Description | Setting | Details |
|---|---|---|---|
| FAX/TEL AUTO SW | Selects <FAX/TEL AUTO SW> receive mode. | — | p. 9-1 |
| FAX ONLY MODE | Selects <FAX ONLY MODE> receive mode. | — | p. 9-1 |
| DRPD | Selects <DRPD> receive mode. | — | p. 9-1 |
| MANUAL MODE | Selects <MANUAL MODE> receive mode. | — | p. 9-1 |
| ANS.MACHINE MODE | Selects <ANS.MACHINE MODE> receive mode. | — | p. 9-1 |

## Fax Model Menu: MEMORY REFERENCE Function key: [Fax]

These settings can only be accessed when there is a document in memory.

| Name | Description | Setting | Details |
|---|---|---|---|
| 1. DOC. MEMORY LIST | Prints the DOC. MEMORY LIST. | — | p. 8-8 |
| 2. PRINT DOCUMENT | Prints a document in memory. | — | p. 8-8 |
| 3. DELETE DOCUMENT | Deletes a document in memory. | — | p. 8-8 |
| 4. FILE PRINT | Prints a document in memory instead of uploading it to your computer. | — | p. 9-7 |

## Fax Model Menu: REPORTS/LISTS Function key: [Fax]

| Name | Description | Setting | Details |
|---|---|---|---|
| 1. ACTIVITY REPORT | Prints an ACTIVITY REPORT. | — | p. 10-2 |
| 2. SPEED DIAL LIST | — | — | |
| 1. 1-TOUCH LIST | Prints the 1-TOUCH SPD DIAL LIST. | — | p. 7-9 |
| SORTED OUTPUT | Select the order of the destinations in the list<br><YES>: Prints the list in alphabetical order.<br><NO>: Prints the list in key order. | **YES**<br>NO | |
| 2. CODED DIAL LIST | Prints the CODED SPEED DIAL LIST. | — | p. 7-9 |
| SORTED OUTPUT | Select the order of the destinations in the list<br><YES>: Prints the list in alphabetical order.<br><NO>: Prints the list in key order. | **YES**<br>NO | |
| 3. GROUP DIAL LIST | Prints the GROUP DIAL LIST. | — | p. 7-9 |
| 3. USER DATA LIST | Prints the USER DATA LIST. | — | p. 10-5 |
| 4. DOC. MEMORY LIST | Prints the DOC. MEMORY LIST. | — | p. 8-8 |

## Menu: PHOTO PRINT MODE Function key: [Photo Print]

| Name | Description | Setting | Details |
|---|---|---|---|
| 1. PHOTO PRINT MODE | | — | |
| INDEX | — | | p. 4-4 |
| SELECT PAPER SIZE | Select the paper size for the index. | **LTR**<br>4" × 6"<br>A4 | |
| SELECT PAPER TYPE | Select the paper type for the index. | **PHOTO PAPER PRO**<br>PLAIN PAPER | |
| ALL FRAMES | — | — | p. 4-5 |
| SELECT PAPER SIZE | Select the paper size for the photographs. | **LTR**<br>4" × 6"<br>A4 | |
| SELECT PAPER TYPE | Select the paper type for the photographs. | **PHOTO PAPER PRO**<br>PLAIN PAPER | |
| BORDERLESS PRINT | If you select <PHOTO PAPER PRO>, enable/disable borderless printing for the photographs. | **OFF**<br>ON | |
| SINGLE FRAME | — | — | p. 4-7 |
| FILE NO: | Select the file number. | 0001 to 9999 | |
| NUMBER OF PRINTS | Select the number of copies. | 1 to 99 COPIES | |
| SELECT PAPER SIZE | Select the paper size for the photograph. | **LTR**<br>4" × 6"<br>A4 | |
| SELECT PAPER TYPE | Select the paper type for the photograph. | **PHOTO PAPER PRO**<br>PLAIN PAPER | |
| BORDERLESS PRINT | If you select <PHOTO PAPER PRO>, enable/disable borderless printing for the photograph. | **OFF**<br>ON | |
| FRAME RANGE | — | — | p. 4-9 |
| FIRST FILE: | Select the first photograph number. | 0001 to 9999 | |
| LAST FILE: | Select the last photograph number. | 0001 to 9999 | |
| SELECT PAPER SIZE | Select the paper size for the photographs. | **LTR**<br>4" × 6"<br>A4 | |
| SELECT PAPER TYPE | Select the paper type for the photographs. | **PHOTO PAPER PRO**<br>PLAIN PAPER | |
| BORDERLESS PRINT | If you select <PHOTO PAPER PRO>, enable/disable borderless printing for the photographs. | **OFF**<br>ON | |

| Name | Description | Setting | Details |
|---|---|---|---|
| DPOF | — | — | p. 4-11 |
| SELECT PAPER SIZE | Select the paper size for the photographs. | **LTR**<br>4" × 6"<br>A4 | |
| SELECT PAPER TYPE | Select the paper type for the photographs. | **PHOTO PAPER PRO**<br>PLAIN PAPER | |
| BORDERLESS PRINT | If you select <PHOTO PAPER PRO>, enable/disable borderless printing for the photographs. | **OFF**<br>ON | |
| 2. VIVID PHOTO PRINT | Enable/disable to make colors, especially blues and greens, appear more vibrant. | **ON**<br>OFF | p. 4-13 |
| 3. PRINT PHOTO DATE | Enable/disable date printing. | **OFF**<br>ON | p. 4-14 |

# Appendix Specifications

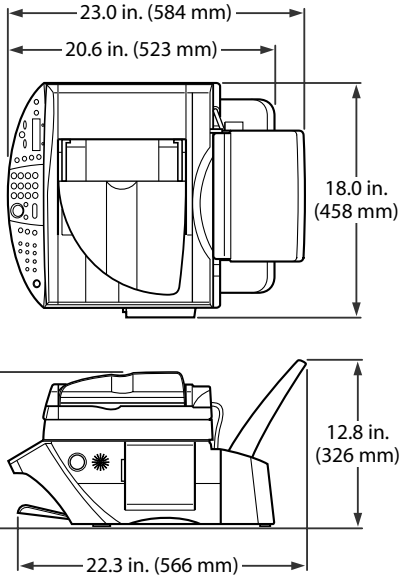
## ▶ General specifications

**Power source** 120 V/60 Hz

**Power consumption**
- Maximum: Approx. 35.0 W
  Fax Model Approx. 39.9 W
- Standby: Approx. 6.1 W
  Fax Model Approx. 7.5 W

**Weight** 23.6 lb./10.7 kg
(Components attached) Fax Model 28 lb./12.7 kg

**Dimensions**




**Environmental conditions**
- Temperature: 59°–81.5°F (15°–27.5°C)
- Humidity: 20%–80%

**Liquid Crystal Display (LCD)** 20 × 2

**Display languages** English/French/Spanish

**Applicable standards**
- Electrical safety: UL1950, C-UL
- Radiation: FCC Part 15 Class B, IC
- Other: FCC Part 68, IC, Energy Star compliant

Fax Model **ADF capacity** → p. 2-1

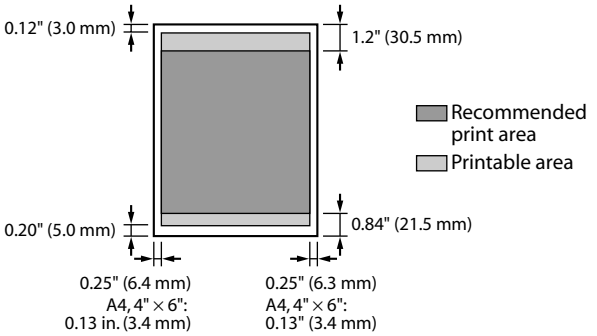
**Multi-purpose tray capacity** → p. 3-1

**Printable areas**

Note on printing area illustrations:

| | |
|---|---|
| Printing area: (dark shade) | Canon recommends that you print within this area. |
| Printing area: (light shade) | The area where it is possible to print. However, printing in this area can adversely affect print quality or paper feed precision. |

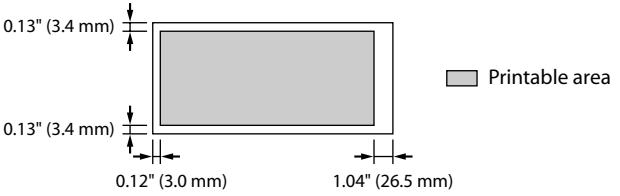
• Paper printable areas:
Letter size: 8.0 × 10.7 in. (203.2 × 271.4 mm)
Legal size: 8.0 × 13.7 in. (203.2 × 347.6 mm)
A4 size: 8.0 × 11. 4 in. (203. 2 × 289 mm)
4" × 6" size: 3.7 × 5.7 in. (94.8 × 144.4 mm)



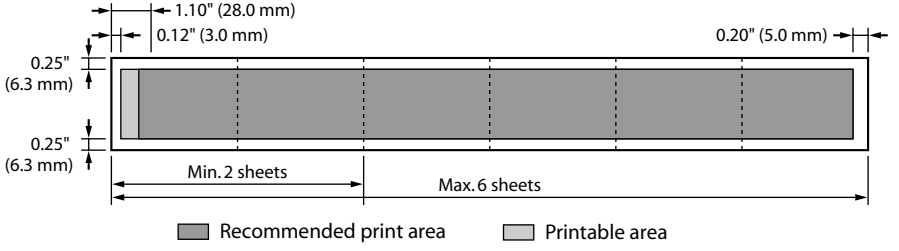

**NOTE**

• Borderless printing allows you to make prints with no margins. However, it may cause the top and bottom paper edges to decrease in print quality or become soiled.

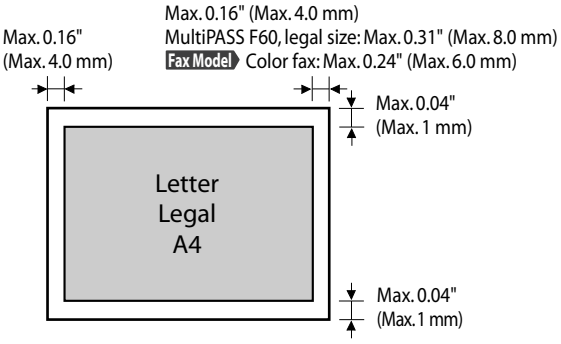
• Envelope printable areas:
US COM #10: 7.5 × 4.1 in. (190.5 × 103.2 mm)
European DL: 8.3 × 3.9 in. (211.8 × 98 mm)




• Banner paper printable areas:
Letter size: 8.0 × 65.7 in. (203.2× 1668.4 mm)
A4 size: 8.0 × 69.8 in. (203.2 × 1774 mm)



**Scanned area**




**NOTE**

- For entire image copying, the entire area of the document is scanned.

# ▶ Ink specifications

**Ink tank colors/capacity**

- Black (BCI-3eBK): approx. 695*, approx. 1200**
- Cyan (BCI-3eC): approx. 600**
- Magenta (BCI-3eM): approx. 480**
- Yellow (BCI-3eY): approx. 390**

# ▶ Print specifications

| | |
|---|---|
| **Printing method** | Bubble jet on-demand |
| **Paper handling** | Automatic feed |
| **Print media size and weight** | → p. 3-1 |
| **Recommended print media** | → p. 3-1 |
| **Print speed** | • Black printing: Fast: 20 pages/minute<br>Standard: 12.8 pages/minute<br>• Color printing: Fast: 13 pages/minute<br>Standard: 9 pages/minute<br>(Based on Canon standard pattern) |
| **Maximum print width** | 8 in. (203.2 mm) |
| **Resolution** | 2400 (horizontal) × 1200 (vertical) dpi |

# ▶ Photo print specifications

| | |
|---|---|
| **Interface** | Card slot |
| **Print media** | • Plain paper<br>• Photo Paper Pro PR-101/PC-101S |

* 1500 characters per page, normal text, at standard and plain paper mode with Windows 98/Me.

** Based on printing the ISO JIS-SCID No. 5 pattern at standard and plain paper mode with Windows 98/Me.

| | |
|---|---|
| **Layout** | • Photo Paper Pro:<br>Letter/A4: With/without borders, index (max. 70 frames)<br>Card: Without borders, index (max. 15 frames)<br>• Plain paper:<br>Letter/A4: With/without borders, index (max. 70 frames) |
| **Features** | • Date printing<br>• Vivid photo printing<br>• DPOF function-compatible (Index printing, specified quantity, specified frames, date printing, image number printing) |

## ▶ Copy specifications

| | |
|---|---|
| **Copy speed** | • Black & white: <DRAFT> Approx. 20 pages/minute (letter size)<br>• Color: <COLOR FAST> mode approx. 11 pages/minute (letter size)<br>(Based on BJ printer specific speed test pattern.) |
| **No. of copies** | Maximum 99 copies |
| **Density adjustment** | 9 levels |
| **Zoom** | 25%–400% |

## ▶ Fax Model Fax specifications

| | |
|---|---|
| **Applicable line** | Public Switched Telephone Network (PSTN) |
| **Compatibility** | G3 |
| **Data compressing system** | MH, MR, MMR, JBIG, JPEG |
| **Modem type** | Fax modem |
| **Modem speed** | 33600/14400/9600/7200/4800/2400 bps<br>Automatic fallback |
| **Transmission speed** | • Black & white: Approx. 3 seconds/page at 33.6 Kbps, ECM-MMR, transmitting from memory<br>(Based on ITU-T No. 1 Chart, standard mode.)<br>• Color: Approx. 1 minute/page at 33.6 Kbps, ECM-JPEG, transmitting from memory<br>(Based on Canon COLOR FAX TEST SHEET.) |
| **Scanning image processing** | • UHQ™ (Ultra High Quality) image enhancement<br>• Halftones: 64 levels of gray<br>• Density adjustment: 3 levels |
| **Memory** | Transmission/reception: 270 pages<br>(Based on ITU-T No. 1 Chart, standard mode.) |
| **Fax scanning speed** | Approx. 5.3 seconds/page<br>(Based on ITU-T No. 1 Chart, standard mode.) |

| | |
|---|---|
| **Fax resolution** | • <B&W STANDARD>: 203 pels/in. × 98 lines/in. (8 pels/mm × 3.85 lines/mm)<br>• <B&W FINE>, <B&W PHOTO>: 203 pels/in. × 196 lines/in. (8 pels/mm × 7.70 lines/mm)<br>• <COLOR STANDARD>, <COLOR FINE>: 200 × 200 dpi |
| **Dialing** | • Automatic dialing<br>One-touch speed dialing (10 destinations)<br>Coded speed dialing (100 destinations)<br>Group dialing (Max. 109 destinations)<br>• Regular dialing (with numeric keys)<br>• Automatic redialing<br>• Manual redialing (with [Redial/Pause] key) |
| **Networking** | • Sequential broadcast (Max. 111 destinations)<br>• Automatic reception<br>• Automatic fax/tel switchover<br>• Remote reception by telephone (Default ID: 25)<br>• Non-ring reception<br>• ECM deactivation<br>• DRPD (Distinctive Ring Pattern Detection)<br>• ACTIVITY REPORT (after every 20 transactions)<br>• Non-delivery report<br>• TTI (Transmit Terminal Identification) |

# ▶ Telephone specifications

| | |
|---|---|
| **Connection** | Telephone/answering machine (CNG detecting signal)/data modem |

Specifications subject to change without notice

# Index


◄ (-) key 1-3
► (+) key 1-3
1-TOUCH SPD DIAL LIST 7-9, 10-1
2 on 1 copying 5-4
ACTIVITY REPORT 10-1, 10-2
ADF 1-2
  cleaning 11-2, 11-3
  loading documents in 2-2
  requirements for loading in 2-1
Alarm light 1-3
Aligning printhead 11-8, 11-9
All frames printing 4-5, 4-6
ANS.MACHINE MODE receive mode 9-1, 9-5
Answering machine, receiving with 9-5
AUTO REDIAL message 12-18
Automatic
  Document Feeder. *See* ADF
  redialing 8-5, 8-6
B&W key 1-4
Banner Paper BP-101 3-4
  loading 3-9
Black & white
  copying 5-2
  sending 8-3
Borderless copying 5-5
Bubble Jet Paper LC-301 3-2
BUSY/NO SIGNAL message 12-18
C INK EMPTY message 12-18
Canceling
  manual sending 8-2
  memory sending 8-1
  receiving 9-7
Canon Customer Care Center 12-22
CARD READER BUSY message 12-18
CARD READER ERROR message 12-18
CARD READER OFFLINE message 12-18
Card slot 1-2
CARTRIDGE JAMMED message 12-18
CHANGE PAPERSIZE:FAX message 12-18
Characters, entering 6-1, 6-2
CHECK DOCUMENT message 12-19
CHECK PAPER SIZE message 12-19
CHECK PRINTER message 12-19
Cleaning
  ADF 11-2, 11-3
  exterior 11-1
  inside scanning unit 11-1, 11-2
  interior 11-1 to 11-3
  printhead 11-6
  roller 11-3
  scanning area 11-1
CLEAR PAPER JAM message 12-19
Coded Dial key 1-4
CODED SPEED DIAL LIST 7-9, 10-1
Coded speed dialing
  changing entry 7-5
  deleting entry 7-5
  list 7-9
  registering 7-4
  using 7-8
Color
  copying 5-2
  key 1-4
  sending 8-3
Components 1-2 to 1-4
Computer
  problems printing from 12-3 to 12-5
  problems turning on 12-2
Copy key 1-3
Copying 5-1
  adjusting exposure 5-2
  adjusting image quality 5-2
  advanced features 5-4 to 5-9
  borderless 5-5
  document requirements 2-1
  enlarge 5-3
  in black & white 5-2
  in color 5-2
  mirror 5-8
  problems 12-7
  reduce 5-3, 5-9
  repeating image 5-6, 5-7
  two pages on one 5-4
COVER OPEN message 12-19
DATA IN MEMORY/CANNOT TURN OFF message 12-19

Date printing 4-14
Density. *See* Exposure
Dialing
  methods 8-4
  through switchboard 8-10
DOC.TOO LONG message 12-19
DOC.MEMORY LIST 8-8, 10-1
Document
  cover 1-2
  guides 1-2
  loading 2-2
  output slot 1-2
  problems 2-1
  removing jams 12-16, 12-17
  requirements 2-1
  tray 1-2
DPOF printing 4-11 to 4-13
DRPD receive mode 9-1, 9-5, 9-6
ECM RX message 12-19
ECM TX message 12-19
Eject button 1-2
Enlarge copying 5-3
Enlarge/Reduce key 1-3
Envelopes 3-1
  loading 3-7, 3-8
Exposure
  adjusting for copying 5-2
  adjusting for sending 8-4
Exposure key 1-3
Fax
  key 1-4
  Resolution. *See* Image quality
FAX ONLY MODE receive mode 9-1, 9-3
FAX/TEL AUTO SW receive mode 9-1, 9-2, 9-3
Features 1-1
Feeder cover 1-2
Frame range printing 4-9 to 4-11
Glossy Photo
  Cards FM-101 3-2
  Paper GP-301/GP-301N 3-2
GROUP DIAL LIST 7-9, 10-1
Group dialing
  changing entry 7-7
  deleting entry 7-7
  list 7-9
  registering 7-6, 7-7
  using 7-8
High
  Gloss Photo Film HG-201 3-3
  Resolution Paper HR-101N 3-2
Hook key 1-4
Image quality
  adjusting for copying 5-2
  adjusting for sending 8-3
Image Quality key 1-3
In Use/Memory light 1-3
Index printing 4-4, 4-5
Indicator light 1-2
Ink tank
  guidelines 11-4
  replacing 11-4, 11-5
  when to replace 11-4
INSERT PHOTO CARD message 12-19
INVALID KEY/SETTING message 12-20
Jams
  removing document 12-16, 12-17
  removing paper 12-15, 12-16
K INK EMPTY message 12-20
LCD 1-3
  if nothing displays 12-14
  messages 12-18 to 12-21
Letters, entering 6-1, 6-2
Lists 10-1
LOAD PAPER (PRESS START KEY) message 12-20
M INK EMPTY message 12-20
MACHINE IN USE/CANNOT TURN OFF message 12-20
MAINTENANCE menu 13-2
Manual
  receiving 9-4
  redialing 8-5
  sending 8-2
MANUAL receive mode 9-1, 9-4
Memory
  deleting document in 8-8, 8-9
  printing document in 8-8, 8-9
  printing list of documents in 8-8
  sending 8-1
Memory card
  compatible 4-1
  inserting 4-2
  problems using 12-5, 12-6
  removing 4-2, 4-3
MEMORY CLEAR REPORT 10-1, 12-14
MEMORY FULL message 12-20
MEMORY REFERENCE menu 13-6
MEMORY USED nn% message 12-20
Menu key 1-3
Menus 13-2 to13-8. *See also individual menu names*
Messages 12-18 to 12-22. *See also individual message names*
  LCD 12-18 to 12-21
  MultiPASS Status Monitor 12-22

Mirror copying 5-8
MULTI TX/RX REPORT 10-1
MultiPASS Status Monitor messages 12-22
MultiPASS Suite, receiving to 9-7
Multi-purpose tray 1-2
NO FILES ON CARD message 12-20
NO RX PAPER message 12-20
NO TEL # message 12-20
NOT AVAILABLE message 12-21
Nozzle check pattern, printing 11-7
Numbers, entering 6-1, 6-2
Numeric keys 1-4
ON/OFF(1sec.) key 1-4
One-touch speed dialing
  changing entry 7-3
  deleting entry 7-3
  keys 1-4
  list 7-9
  registering 7-2
  using 7-8
Open button 1-2
Operation panel 1-2, 1-3, 1-4
Paper
  loading 3-7
  removing jams 12-15, 12-16
  Select key 1-3
Paper output tray 1-2
  removing jams in 12-15
Paper thickness lever 1-2
  setting 3-5
Photo
  Paper Pro PC-101S 3-3
  Paper Pro PR-101 3-3
  Print key 1-4
PHOTO PRINT MODE menu 13-7, 13-8
Photo printing
  all frames 4-5, 4-6
  date printing 4-14
  DPOF 4-11 to 4-13
  frame range 4-9 to 4-11
  index 4-4, 4-5
  methods 4-3
  problems 12-5, 12-6
  single frame 4-7 to 4-9
  vivid 4-13
Plain paper 3-1
Platen glass 1-2
  loading documents on 2-2
  requirements for loading on 2-1
Power problems 12-14
Print media
  for photo printing 4-1
  guidelines 3-4, 3-5
  loading 3-7 to 3-9
  recommended 3-1 to 3-4
  setting size 3-6
  setting type 3-6
Printhead
  aligning 11-8, 11-9
  cleaning 11-7
  holder 1-2
  maintaining 11-6
Printing problems 12-3 to 12-5
PROBLEM READING CARD message 12-21
Problems
  cannot solve 12-22
  copying 12-7
  documents 2-1
  installing software 12-1, 12-2
  power 12-14
  printing from computer 12-3 to 12-5
  receiving faxes 12-10, 12-11
  removing software 12-1, 12-2
  scanning 12-8, 12-9
  sending 12-12, 12-13
  telephone 12-13
  turning on computer 12-2
  using memory card 12-5, 12-6
PUT IN CARTRIDGE message 12-21
REC'D IN MEMORY message 12-21
Receive mode, setting 9-1
RECEIVE MODE menu 13-6
RECEIVED IN FILE message 12-21
Receiving
  canceling 9-7
  DRPD 9-5, 9-6
  faxes and voice calls automatically 9-2, 9-3
  faxes only 9-3
  manually 9-4
  methods 9-1
  problems 12-10, 12-11
  to MultiPASS suite 9-7
  with answering machine connected 9-5
Redial/Pause key 1-4
Redialing 8-5, 8-6
Reduce copying 5-3, 5-9
Repeat copying 5-6, 5-7
Replacing ink tanks 11-4, 11-5
Reports 10-1
REPORTS/LISTS menu 13-6
Resolution. *See* Image quality

Resume key 1-3
Roller, cleaning 11-3
RX REPORT 10-1, 10-4
Scan
  contrast. *See* Exposure
  key 1-4
Scanning
  document requirements 2-1
  problems 12-8, 12-9
Scanning unit 1-2
  cleaning inside 11-1, 11-2
Sender information 6-2, 6-3
Sending
  adjusting exposure 8-4
  adjusting image quality 8-3
  document requirements 2-1
  in black & white 8-3
  in color 8-3
  manual 8-2
  memory 8-1
  methods 8-1, 8-2
  multiple recipients 8-7
  problems 12-12, 12-13
  sequential broadcasting 8-7
Sequential broadcasting 8-7
Set key 1-3
Settings 13-2 to 13-8
  accessing 13-1
Single frame printing 4-7 to 4-9
Software
  problems installing 12-1, 12-2
  problems removing 12-1, 12-2
SPECIAL COPY menu 13-2
Speed dialing
  lists 7-9
  methods 7-1
  registering 7-2 to 7-7
  using 7-8
Start key 1-4
Stop/Reset key 1-4
Switchboard, dialing through 8-10
Symbols, entering 6-1, 6-2
T-Shirt Transfers TR-201 3-4
Telephone problems 12-13
Tone
  dialing, switching temporarily to 8-10
  key 1-4
Transparencies CF-102 3-3
Tray cover 1-2
TRY AGAIN IN B&W message 12-21
TX nnnn/SCANNING P. nnn/MEMORY FULL/PLEASE WAIT message 12-21
TX REPORT 10-1, 10-3
TX/RX CANCELLED message 12-21
TX/RX NO. nnnn message 12-21
UNABLE TO PRINT ALL message 12-21
USER DATA menu 13-3 to 13-5
USER'S DATA LIST 10-1, 10-5
Vivid photo printing 4-13
WAIT COOLING message 12-21
WASTED INK NEAR FULL message 12-21
WRONG CARTRIDGE message 12-21
Y INK EMPTY message 12-21